

# **Water Lane United Reformed Church Charity**

Charity Number 1129836

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Report and Financial Statements for the year ended  
31 December 2020

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**Reference and Administrative Information**

**Address of Principal Charity**

Water Lane United Reformed Church Charity  
Water Lane  
Bishop's Stortford  
Hertfordshire  
CM23 2JZ

**Minister**

Rev. Roy Fowler (retired July 2021)

**Church Officers**

Church Secretary – Susan Glass  
Church Treasurer – Anne Hunter  
Pastoral Secretary – Jenny Clough

**Bankers**

Lloyds Bank plc  
20 North Street  
Bishop's Stortford  
Hertfordshire  
CM23 2LN

**Legal Advisors**

Veale Wasbrough Vizards  
Second Floor  
3 Brindley Place  
Birmingham  
B1 2JB

**Independent Examiner**

Hayden Watson BSc (Hons) ACCA  
The MHH Partnership  
Elstree House  
Watson's Yard,  
High Street,  
Cottenham  
CB24 8RX

**Corporate Trustee and Agent**

United Reformed Church Eastern Province Trust  
36 Duxford Road  
Whittlesford  
Cambridge  
CB22 4ND

## **TRUSTEES REPORT**

The Trustees present their report and the independently examined financial statements of the charity for the year ended 31 December 2020. These are produced on the Receipts and Payments basis, taking advantage of the provisions of Section 133(1) of the Charities Act 2011.

## **ADMINISTRATIVE INFORMATION**

Water Lane United Reformed Church Charity is a local church of the United Reformed Church in Great Britain, and is a member church of Eastern Synod of the Church. It was registered on 27 May 2009 as Charity Number 1129836.

Water Lane Church is situated at Water Lane, Bishop's Stortford, Hertfordshire, CM23 2JZ, tel. 01279 755610.

The members of the Elders' Meeting for the time being are recognised as the charity trustees. Those who served from 1 January 2020 until the date this report was approved are:

Rev. Roy Fowler (Minister)	retired July 2021
Mrs S Glass	Church Secretary
Mrs A Hunter	Treasurer
Mrs J Pinnell	
Mr A Booth	
Ms G Rhee	
Mrs P Bayston	
Mrs A M Groves	appointed July 2021

The church buildings are vested in the Synod Trust having legal ownership of these premises as trustees and held for the benefit of Water Lane URC in accordance with the trusts applicable to URC properties.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The activities of Water Lane URC are overseen by the Elders meeting of the church in accordance with the provisions of The Structure of the United Reformed Church determined by the General Assembly of the United Reformed Church, and supplemented by the rules of Water Lane Church. The governing document of the registered charity is a statement adopted by the Church Meeting on 1 March 2009.

The Elders' Meeting is responsible for the financial administration of the church and the care and maintenance of church premises and the manse. The Church Meeting (of all members wishing to attend) gives general guidance on the life and work of the church. The members of the Elders' meeting and the minister in pastoral charge and composed of up to 12 members of Water Lane URC nominated, and elected, by Church Meeting. Elders serve for 5 years, retired by rotation, their period of service may be extended by agreement of the Church Meeting. There is no limit on the number of consecutive periods of service. The members of the Elders' meeting are the trustees of the registered charity during their period of service as Elders.

The Elders' Meeting met 10 times during the year, 8 of which were online meetings using ZOOM. It is assisted in the administration of the Church and its property by the following committees:



1. Pastoral Committee (5 members)
2. Finance & Property Committee (7 members)

The Church Meeting met once during 2020 prior to the first COVID-19 lockdown.

## **OBJECTIVES AND ACTIVITIES**

As a local congregation of the United Reformed Church, Water Lane Church seeks to advance the Christian religion through its activities and the facilities offered to the community by its building and described more specifically below:

### *Object of the charity*

- a. Proclaim the Good News of the Kingdom of God
- b. Teach, baptise and nurture new believers
- c. Respond to human need by loving service
- d. Seek to transform unjust structures of society
- e. Strive to safeguard the integrity of creation

The Elders' Meeting is aware of the Charity Commission's guidance on the public benefit in "The advancement of religion for the public benefit" and has regard to it in the administration of the church.

The Elders' Meeting believes that the church provides benefit to the public by:

1. Providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for the congregation and for anyone else who wishes to benefit from what the church offers.
2. Promoting Christian values and service by the members of the congregation to the community for the benefit of individuals and society as a whole.

### *Church Buildings*

The church and hall are let out to benefit the local community and to provide funds for the maintenance and upkeep of the buildings whilst providing funds for Outreach.

### *Use of Volunteers*

The dictionary definition of a volunteer is that of a person who offers service of their own free will and at Water Lane this means everyone who is a member or regular attender at worship. To be a Christian is to be a volunteer in the service of the Lord.

To the extent that Christians offer their services beyond the local church at synod or national level they remain volunteers, but their service is in a more regional context. This includes those who sit on committees, those who preach, teach and in any way contribute towards the furtherance of the kingdom of God in the United Reformed Church.

Most ministers of word and sacrament are paid directly from the Finance Office of the United Reformed Church in London. Other than that, we are all volunteers.

### *Organisational Structure*

The United Reformed Church is a conciliate organisation. The Government of the Church is exercised through Church Meetings of Members. All major decisions (as required by the constitution) are referred to the Church Meeting. Outside of the pandemic, Church Meetings take place every two months and there is an Annual Meeting of Church and Congregation. Extraordinary meetings are called as required. The body responsible for the overall executive and pastoral decisions is the Elders meeting which meets approximately once a month. The Finance & Property Committee, which is responsible for administrative financial and property issues meets every two months. The pastoral committee meets every three months. The Elders review and decide whether to act on the recommendations of the Finance & Property Committee and Pastoral Committee.

### **ACHIEVEMENTS AND PERFORMANCE**

The church continues to actively welcome any persons who wish to hear the Good News of the Kingdom of God. In line with many other churches in the UK membership has been in gradual decline. The Elders are aware of the changing profile of its congregation and are investigating likely causes and opportunities for encouraging more individuals, families and young people to worship with us.

The church is part of the WEBS Pastorate together with congregations in Stansted, Saffron Walden with Newport and Clavering, which, during 2020, was under the pastoral care of the Rev. Roy Fowler (full-time) and the Rev. Caroline Vodden (part-time). Both ministers have retired during 2021.

The COVID-19 pandemic caused the church to undertake a major shift in its activity during 2020. The last 'in person' service before the first lockdown was held on 16 March 2020. After a short hiatus, the WEBS pastorate then held weekly online services via ZOOM which matured as we mastered the possibilities of the technology. These continued weekly throughout the 2020 into 2021. These served to strengthen our ties with other churches within the pastorate.

Between the first and second lockdowns we met for in person worship approximately fortnightly from August to December. We opened the church after a full risk assessment with social distancing and hygiene safeguards in place. This included but was not limited to the wearing of masks and the preclusion of singing in the sanctuary. We limited our handling of cash including cash freewill offering collections and charitable collections.

Our ability to let out our church buildings to local community groups was subject to government restrictions during the year. Following a full risk assessment and undertaking identified preventative measures, we opened as restrictions permitted us to, with certain groups meeting criteria to meet earlier than others.

Opportunities for fundraising were very restricted, as many of our normal fundraising events are social and involve catering (for example our bazaar). Our charitable collections around Christmas were also curtailed due to the second COVID-19 lockdown.

Similarly our normal outreach programmes were also limited, particularly as our 'in person' focus is on the more senior member of our congregation and community. As of the date of this report we are gradually resuming our normal pattern of activity which includes:

- Providing financial contributions to specific Christian projects and through regular communion collections for worthy causes.
- Promoting 'Commitment for Life' financial giving through Christian Aid partners



- Occasional campaigning towards the goal of eradication of Third World debt and poverty.
- Being active members of Church Together in Bishop's Stortford, supporting its agreed activities such as the local street pastors.
- Providing regular coffee mornings that are available to the community.
- Lunchtime main meals are provided in the Church once a month over the winter months. This invitation to eat together and enjoy fellowship is issued to our elderly church members and any from our church family who might otherwise be eating on their own that day.

#### *Redevelopment of Church Estate*

The Synod Trustees completed the sale of the Church Hall with East Herts District Council (EHDC) at the end of September 2019. It is now leased back to the Church at a peppercorn rent until such time as the land is required to for the EHDC Old River Lane development, which in turn has been delayed by the COVID-19 pandemic and changes in scope. We anticipate retaining use of the Church Hall until June 2022. Proceeds of the Hall sale are held by Synod Trustees with the intention of using the majority to fund the extension and reconfiguration of the Church building to facilitate a wider range of use, together with associated costs.

At the date of this report, we have yet to arrive at a design for the extension that meets the approval of the conservation officer. The Charity has employed professional planning consultants to assist us through this process, which has been prolonged by the COVID-19 pandemic. Plans were submitted to East Herts District Council for planning permission in July 2021 and at the date of this report we are awaiting the outcome of the application. The plans were positively received by the Planning Development Committee of Bishop's Stortford Town Council on 6 September 2021. The Charity plans that many of the community groups that currently use the hall will be accommodated in the extended Church building. The Trustees are confident that all Hall users will find appropriate accommodation either still with us or elsewhere in the town.

#### **FINANCIAL REVIEW**

The charity has opted to produce accounts on the Receipts and Payments basis for 2020, taking advantage of the provisions of Section 133(1) of the Charities Act 2011. The accounts take the form of a Receipts and Payments account for 2020 and a Statement of Assets and Liabilities as at 31 December 2020. These figures are divided in columns between the separate categories of trust as indicated as best practice by the Charity Commission and show at the foot of the page the resulting changes in the trust totals. Subsequent notes give greater detail.

During 2020 the COVID-19 pandemic had a significant impact on the activities of the church, and consequently our income. The church and hall were closed throughout the first lockdown. We opened the Church in mid-August and held services in the church roughly fortnightly until the second lockdown in December 2020. The Hall reopened in September 2020 to organisations who were able to conduct their activities in a socially distanced manner in line with the then current government guidelines up until the second lockdown. It has reopened in 2021 for user groups as they have met the government criteria to reconvene. Our church hire income historically predominantly arose from three choirs, none of which have met in the church since the first lockdown.

In addition, our tenants in the Guild House found themselves unable to pay all their contracted rental payments on time. This led to debt of £14,750 at the end of 2020 which was settled in January 2021. Rent payments have been made on time to date in 2021.

We continued to work on our redevelopment project remotely, paying out a further £11,679 on professional fees in relation to the Church extension and £6,855 in relation to settling the legal fees for the sale of the Church Hall.

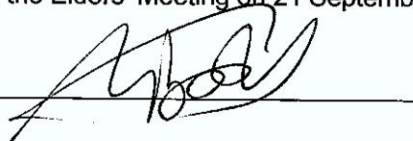
These strains on our cash flow led to a reduction in the Charity's net monetary assets from £161,955 at the start of the financial year to £140,452 at the end. This included drawing down a further £30,000 from the COIF deposit account held as an investment.

Most of our free will offerings from are via standing order, which continued throughout the year. We were, in contrast with some churches, able to maintain our ministry and mission contributions to the wider United Reformed Church at planned levels. We furloughed our administrator for one month, but as we began to run governance and pastoral activities online we brought her back to work. We continued to pay our organist the contracted amount and in general met all our debts promptly, with some challenges around processing paper invoices in lockdown.

The church went into this period of uncertainty with healthy reserves. While we have had to draw down a further £20,000 during 2021 from our long-term holding with COIF to manage our cash flows (largely because of the ongoing outflow on professional fees), the Trustees are confident that the Charity has the financial resources necessary to maintain those Charitable activities we are permitted to undertake for at least a year from the date of this report.

This report was approved by the Elders' Meeting on 21 September 2021 and was

signed on its behalf by

A handwritten signature in black ink, appearing to be 'A Booth', written over a horizontal line.

Andrew Booth, Trustee



**INDEPENDENT EXAMINER'S REPORT  
ANNUAL REPORT 2019**

I report on the financial statements of Water Lane United Reformed Church Charity for the year ended 31 December 2020, which are set out on pages 8 to 18.

**Respective responsibilities**

The trustees are responsible for the preparation of the financial statements, and considers that the audit requirement of Section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 145 (5) (b) of the Act, whether particular matters have come to my attention.

My examination was carried out in accordance with the General Directions of the Charity Commissioners. An examination includes a review of the accounting records kept by the church and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

**Independent Examiner's statement**

In connection with my examination, no material matters in connection with the examination came to my attention which gave me cause to believe that in any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities act or
- The accounts do not accord with the accounting records

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

Signed by the Independent Examiner:



date: 30/09/2021

Mr Hayden Watson, BSc (Hons) ACCA  
The MHH Partnership  
Elstree House  
Watson's Yard  
High Street  
Cottenham  
CB24 8RX

Statement of Financial Activities

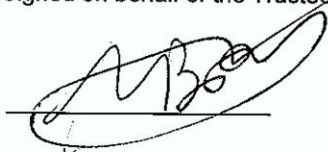
		<i>General Fund</i>	<i>Designated Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>Prior Period Total Funds</i>
		£	£	£	£	£
Receipts	<i>Note 2</i>					
Donations		23,597	-	623	24,220	29,708
Charitable activities		10,665	443	-	11,098	31,202
Fundraising (other trading activity)		-	1,450	-	1,450	4,435
Investments		30,338	-	-	30,338	45,801
Other		1,150	-	-	1,150	3,707
<i>Total</i>		<u>65,740</u>	<u>1,893</u>	<u>623</u>	<u>68,256</u>	<u>114,853</u>
Payments	<i>Note 3</i>					
URC Ministry and Mission		35,472	-	-	35,472	35,748
Other Ministry, Mission, Worship & Fellowship		17,759	-	-	17,759	19,746
Church Maintenance & Running Costs		13,667	-	-	13,667	22,452
Hall Maintenance & Running Costs		16,618	-	-	16,618	22,735
Raising Funds		-	-	-	-	12
Church Estate Redevelopment		18,534	-	-	18,534	32,462
Investment Property – Professional Fees		-8	-	-	-	804
Donations		1,000	-	1,453	2,453	3,747
<i>Total</i>		<u>103,050</u>	<u>-</u>	<u>1,453</u>	<u>104,503</u>	<u>137,707</u>
Net Receipts /(Payments)		(37,310)	1,893	(830)	(36,247)	(22,854)
Draw down from investments		30,000			30,000	25,000
Transfers between funds		1,893	(1,893)		-	-
Bank and on call deposits at the start of the year		25,973		1,613	27,586	25,440
Bank and on call deposits at the end of the year		<u>20,556</u>	<u>-</u>	<u>783</u>	<u>21,339</u>	<u>£27,586</u>

Statement of Assets and Liabilities at Year End

	<i>General Funds</i>	<i>Designated Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>Prior Period total funds</i>
	£	£	£	£	£
<b>Monetary Assets</b> Note 6					
Cash Funds	20,556	-	783	21,339	27,586
Debtors	16,099	-	-	16,099	832
Gift Aid Recoverable	314	-	-	314	507
COIF deposit held as investment (Note 6)	103,000	-	-	103,000	133,000
	139,969	-	783	140,752	161,995
<b>Liabilities</b>					
Creditors	1,574	-	-	1,574	8,201
<b>Net Monetary Assets</b>	138,395		783	139,178	£153,794

Assets retained for church use are described Notes 7 and 8 of these financial statements.

Signed on behalf of the Trustees:



Andrew Booth, Trustee

Date: 21 September 2021



## Notes to the Accounts

### 1 Accounting Policies

#### Receipts and Payments Accounting

Water Lane United Reformed Church has opted to produce a statement of Receipts and Payments and a Statement of Assets and Liabilities in accordance with section 133(1) of the Charities Act 2011, given that the charity's income, from all sources, has not exceeded £250,000. Figures for prior year funds have been restated on a cash rather than an accruals basis.

It is the elders' view that the change in accounting policy should have not have detrimental impact on the understanding of the financial situation of the charity as most income is received on a cash basis and outgoings are reasonably stable year on year, following a predictable payment pattern.

#### Freehold property

The trustees of the church buildings and the Guild House are the URC (Eastern Province) Trust who hold them upon trust for purposes connected with Water Lane United Reformed Church. The Guild House is let to long term tenants. Rental receipts from this tenancy are received by Water Lane United Reformed Church and are disclosed in the receipts and payment account.

#### Tax

Water Lane United Reformed Church is a registered charity and thus exempt from taxation in respect of income and capital gains received to the extent that such income or gains are applied to exclusively charitable purposes. No tax charges have arisen in the charity.

#### Fund Structure Policy

The charity maintains a general unrestricted fund which represents funds that are available for use at the discretion of the Trustees in furtherance of the objects of the charity.

The charity operates one designated fund, the Administrative Expense fund. Restricted funds have been provided to the charity for particular purposes, and it is the policy of the Trustees to monitor the application of those funds in accordance with the restrictions placed upon them.

### 2 Analysis of Receipts

	<i>General Fund £</i>	<i>Designated Funds £</i>	<i>Restricted Funds £</i>	<i>Total Funds £</i>	<i>Prior Period Total Funds £</i>
<b>Receipts from Donations and Legacies</b>					
Freewill offerings	18,684	-	-	18,684	20,795
Communion collections	-	-	341	341	1,341
Commitment for Life	-	-	-	-	575
Gift Day	-	-	-	-	805
Other donations	675	-	92	767	747
Income tax refunds	4,238	-	190	4,428	5,444
<i>Total</i>	<i>23,597</i>	<i>-</i>	<i>623</i>	<i>24,220</i>	<i>29,708</i>

Income tax refunds are claimed under Gift Aid or the Gift Aid Small Donation Scheme.

	<i>General Fund</i>	<i>Designated Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>Prior Period Total Funds</i>
	£	£	£	£	£
<b>Receipts from Charitable Activities</b>					
Hire of the Church	1,130	-	-	1,130	5,566
Hire of the Church Hall	4,535	-	-	4,535	18,236
Car Parking	4,890	-	-	4,890	4,150
Coffee mornings	100	443	-	543	3,250
	<u>10,655</u>	<u>443</u>	<u>-</u>	<u>11,098</u>	<u>31,202</u>

The offering of facilities to the community falls within the charitable objectives and activities of the charity.

Coffee mornings are held as a time of fellowship for members of the congregation and others within the broader community. Receipts include the sale of baked goods provided by members of the church, the donated value of which is estimated at £140 (2019 £1,000).

	<i>General Fund</i>	<i>Designated Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>Prior Period Total Funds</i>
	£	£	£	£	£
<b>Money raising</b>					
Quiz	-	-	-	-	256
Bazaar	-	-	-	-	1,204
Bric-a-brac stall	-	1,450	-	1,450	2,975
	<u>-</u>	<u>1,450</u>	<u>-</u>	<u>1,450</u>	<u>4,435</u>

The bric-a-brac stall and bazaar relate materially to the onward sale of items donated by members of the congregation. Items are typically given on or near to the day of sale and it is impractical to estimate the fair value of such items other than via sale proceeds.

	<i>General Fund</i>	<i>Designated Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>Prior Period Total Funds</i>
	£	£	£	£	£
<b>Investments</b>					
Guild House Rent	30,000	-	-	30,000	44,750
Coif Deposit Interest	331	-	-	331	1,042
Other interest received	7	-	-	7	9
	<u>30,338</u>	<u>-</u>	<u>-</u>	<u>30,338</u>	<u>45,801</u>

	£		£	£	£
<b>Other Receipts</b>					
Rent of outdoor space	1,050	-	-	1,050	1,800
Sundry income	100	-	-	100	-
Re Guild House insurance paid on behalf of lessee	-	-	-	-	1,907
	<u>1,150</u>	<u>-</u>	<u>-</u>	<u>1,150</u>	<u>3,707</u>

3 **Analysis of Payments**

	<i>General Funds</i>	<i>Designated Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>Prior Period total funds</i>
	£	£	£	£	£
<b>Raising money</b>					
Money raising event costs	-	-	-	-	12
<b>Payments relating to Charitable Activities</b>					
URC Ministry and Mission Fund	35,472	-	-		35,748

The church contributes to the central URC costs of training and providing ministers (including the centralised payment of stipends, pension contributions and other benefits for minister), running the denomination and the wider mission of the national church.

	£	£	£	£	£
<b>Other Ministry, Mission, Worship &amp; Fellowship</b>					
Shared WEBS ministerial expenses	4,844			4,844	5,858
Pulpit Supply	163			163	664
Organist	3,840			3,840	3,305
Administrator's salary (a)	4,679			4,679	4,936
Licences and subscriptions	462			462	451
Other direct costs	343			343	670
Share of support costs (see below)	3,428			3,428	3,862
<b>Total</b>	<b>17,759</b>	<b>-</b>	<b>-</b>	<b>17,759</b>	<b>19,746</b>

	<i>General Funds</i>	<i>Designated Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>Prior Period total funds</i>
	£	£	£	£	£
<b>Maintenance and running costs – Church (b)</b>					
Repairs and renewals	3,583	-	-	3,583	6,286
Utilities	3,846	-	-	3,846	7,677
Cleaning and refuse collection (40%)	2,612	-	-	2,612	4,649
Grounds maintenance (40%)	677			677	849
Organ tuning and maintenance	310	-	-	310	352
Share of support costs (see below)	2,639	-	-	2,639	2,639
<b>Total</b>	<b>13,667</b>	<b>-</b>	<b>-</b>	<b>13,667</b>	<b>22,452</b>



	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £	Prior Period total funds £
<b>Maintenance and running costs – Hall (b)</b>					
Repairs and renewals	3,754	-	-	3,754	3,249
Utilities	5,124	-	-	5,124	8,362
Cleaning and refuse collection (60%)	3,918	-	-	3,918	6,973
Grounds (60%) maintenance	1,016	-	-	1,016	1,273
Other direct costs	36	-	-	36	36
Share of support costs (see below)	2,770	-	-	2,770	2,843
<b>Total</b>	<b>16,618</b>	<b>-</b>	<b>-</b>	<b>16,618</b>	<b>22,735</b>
<b>Investment property fees re lease renewal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>804</b>
<b>Church Estate Redevelopment</b>	<b>18,534</b>	<b>-</b>	<b>-</b>	<b>18,534</b>	<b>32,462</b>
<b>Donations</b>	<b>1,000</b>	<b>-</b>	<b>1,453</b>	<b>2,453</b>	<b>3,747</b>
<b>Total Expenditure on Charitable Activities</b>	<b>84,516</b>	<b>-</b>	<b>1,453</b>	<b>85,969</b>	<b>137,695</b>

- (a) The role of the paid administrator is to support the Minister, Church Secretary and Elders in the Ministry, Mission, Worship and Fellowship activities of the church.  
(b) The Lettings Secretary, Property Manager, Treasurer and Bookkeeper are all unpaid volunteers.

	£	£	£	£
<b>2020 Support Costs</b>	<b>Ministry</b>	<b>Church</b>	<b>Hall</b>	<b>Total</b>
Independent Accounts	480	480	480	1,440
Examination 1:1:1	921	132	263	1,316
Office costs 7:1:2	1,954	1,954	1,954	5,861
Insurance 1:1:1				
Professional fees re property per below				
Bank Charges 1:1:1				
<b>Total</b>				
<b>2020 Church Estate Redevelopment</b>	<b>Ministry</b>	<b>Church</b>	<b>Hall</b>	<b>Total</b>
Professional costs	-	11,679		11,679
Legal fees	-		6,855	6,855
<b>Total</b>	<b>-</b>	<b>11,679</b>	<b>6,855</b>	<b>18,534</b>

		£	£	£	£
2019	<b>Support Costs</b>	<i>Ministry</i>	<i>Church</i>	<i>Hall</i>	<i>Total</i>
	Independent Accounts	470	470	470	1,410
	Examination 1:1:1				
	Office costs 7:1:2	1,427	204	408	2,039
	Insurance 1:1:1	1,845	1,845	1,845	5,536
	Bank Charges 1:1:1	119	119	119	358
	<i>Total</i>	<u>3,862</u>	<u>2,639</u>	<u>2,843</u>	<u>9,343</u>

		£	£	£	£
2019	<b>Church Estate Redevelopment</b>	<i>Ministry</i>	<i>Church</i>	<i>Hall</i>	<i>Total</i>
	Professional costs	-	15,449	17,014	32,462
	Other direct costs	-			0
	<i>Total</i>	<u>-</u>	<u>15,449</u>	<u>17,014</u>	<u>32,462</u>

		£	£	£	£
2019	<b>Investment Property</b>	<i>Guild House</i>	<i>Church</i>	<i>Hall</i>	<i>Total</i>
	Professional fees		-	-	
	Legal fees	804	-	-	804
	<i>Total</i>	<u>804</u>	<u>-</u>	<u>-</u>	<u>804</u>

All costs are allocated equally across the three categories, with the exception of office costs which are split based on estimated usage and professional fees re property which are allocated across the church and hall where not directly attributed.

#### 4 Payments to Trustees

Rev. Roy Fowler is one of the ministers within the WEBS Pastorate and is a trustee of the charity. He was reimbursed £86 for expenses incurred on behalf of the charity (2019 – £100). Ministers are paid directly by the URC, out of the Ministry and Mission Fund to which the charity contributes. The manse is provided by the URC Eastern Synod at no direct cost to the charity. During 2020 Rev. Roy Fowler had various expenses reimbursed by the WEBS pastorate in line with URC guidance. Water Lane URC's contribution to these expenses on a paid basis was as follows; related to the Manse £1810. (2019 1,942), car allowance £440 (2019 £480) and travel and other sundry expenses £717 (2019 £1,012).

Phyllis Bayston received £3,840 (2019 £3,225) in her role as church organist for which she invoices the charity monthly. She became a trustee during 2019. The other trustees agreed to keep paying her according to the organist contract through lockdown.

Trustees other than the minister and the organist received no remuneration in the year (2020 - nil, 2019 - nil).

During the year, trustees other than the minister were reimbursed £115 in aggregate in respect of expenses incurred on behalf of the church (2019 - £217). In addition, during 2019 the treasurer made online payments to charities on behalf of the church, for which she was reimbursed £213. In 2020 the church had a corporate debit card to allow these online payments to be made directly.

Rev. Christine Fowler, a retired minister who is the wife of Rev. Roy Fowler, received preaching fees for one service in 2020 (4 in 2019). For this she was paid £40 (2019 £160) fees and £3 expenses (2019 £8) in accordance with URC guidelines.

**5 Employment Emoluments**

	<i>Total Funds</i>	<i>Prior Period total funds</i>
	£	£
Part time administrator	4,679	4,936
Employees - part time administrator	.4	.4

**6 Net Monetary Assets**

	<i>General Fund</i>	<i>Designated Fund</i>	<i>Restricted Fund</i>	<i>Total Funds</i>	<i>Prior Period Total Funds</i>
	£		£	£	£
<b>Bank and Cash</b>					
Expense Account	12,295	-	783	13,078	3,458
Deposit Account	8,201	-	-	8,201	24,079
Petty Cash	60	-	-	60	49
	<u>20,556</u>	<u>-</u>	<u>783</u>	<u>21,339</u>	<u>27,586</u>
<b>Debtors</b>					
Hall Lettings	599	-	-	599	892
Church Hire	-	-	-	-	(60)
Guild House Rent	14,750	-	-	14,750	-
Rent of Outside Space	750	-	-	750	-
	<u>16,099</u>	<u>-</u>	<u>-</u>	<u>16,099</u>	<u>832</u>
<b>Creditors</b>					
Creditors	1,488	-	-	1,488	8,112
Payroll taxes due	86	-	-	86	89
	<u>1,574</u>	<u>-</u>	<u>-</u>	<u>1,574</u>	<u>8,201</u>

**7 Assets for Church Purposes**

For reasons explained in the accounting policies the church buildings are not tangible fixed assets of the church. For insurance purposes the Church is insured for around £3.3million.

Other assets that the church owns are commensurate with the running of the church and include the organ, two electric pianos, church fittings (including pulpit, lectern, communion table and chairs, pews), chairs and tables, kitchen fittings and equipment and office equipment including a basic computer and a second-hand photocopier. As a non-conformist church, the charity does not own assets of intrinsic high value such as items made of silver or gold or works of art.

**8 Investments**

For reasons explained in the accounting policies the Guild House is not a tangible fixed asset of the church. For insurance purposes the Guild House is insured for £1.3million. The Guild House is held as an investment property and generates a cash flow for the charity as shown in the receipts and payment account.

The remaining investment is the COIF deposit account, held on a long term basis, although some drawdowns are occurring to fund the professional fees on the church redevelopment project.



	<i>COIF deposit</i>	<i>Total 2020</i>	<i>Total 2019</i>
	£	£	£
At 1 January 2020	133,000	133,000	158,000
Additions in the year	-	-	-
Depreciation in the year	-	-	-
Drawdown in the year	30,000	30,000	25,000
At 31 December 2020	103,000	103,000	133,000

## 9 Designated Funds

The church operates one monetary designated fund with the encouragement of Church Meeting:

### **Administration Expense Fund**

This fund is used to ring fence the proceeds of specific fundraising activities undertaken in order to defray local administrative expenses. Such funds are not taken into account in the calculation of our contribution to the wide URC Ministry and Mission fund. It was agreed that this decision could be reversed by consensus in Church Meeting and hence the fund is designated rather than restricted. The surplus on this fund is transferred to the general fund at the end of each accounting year (other than in the unlikely event of sums raised exceeding local expenses).

	<b>2020</b>	<b>2019</b>
	£	£
<b>At 1 January 2020</b>	0	0
<b>Cash receipts</b>		
<b>Donations</b>		
Gift Day		805
Gift Aid		139
Other		60
<b>Charitable</b>		
Coffee Mornings	443	2718
<b>Money raising</b>		
Bazaar		342
Quiz		256
Bric-a-brac stall	1,450	2,975
<b>Total receipts</b>	1,893	7,295
<b>Payments</b>		
Transfer to General Fund	1,893	7,295
<b>Total Payments</b>	1,893	7,295
<b>As at 31 December 2020</b>	0	0

10 **Restricted Funds**

*Charitable Fundraising*

This fund records monies raised specifically for charities (outside of the Communion Fund described below). Where funds arise as the result of donations, tax recovered is also paid over to the charity. Funds may also be raised as the result of specific events. No fundraising events were held in 2020 due to COVID-19 lockdown and restricted church activity.

*Commitment for Life*

There is an annual appeal for Commitment for Life, a fund within the wider United Reformed Church. Donations are collected in November, December and January and are remitted when the appeal is complete. This appeal was not taken up in 2020 due to COVID-19 lockdown and restricted church activity.

*Communion Fund*

At every communion a collection is made for a specific charity and both the donation and the applicable tax recovered is paid to the charity concerned. These were suspended in after March 2020 due to COVID-19 lockdown and restricted church activity.

The aim of the church is to pay over donations to other charities including relevant gift aid as soon as practicable after the donations are received. This may lead to a negative balance within a fund at a point in time when gift aid has been paid over prior to being received by the church.

		<b>Charitable Fundraising</b>	<b>Commitment for Life</b>	<b>Communion Fund</b>	<b>Total 2020</b>
		£	£	£	£
<b>At 1 January 2020</b>		386	663	565	1,613
<b>Donations</b>	Donations	92	0	341	433
	Gift Aid	48	56	85	190
	<b>Total Receipts</b>	140	56	427	623
<b>Expenditure</b>	Monies paid over	428	438	588	1,453
<b>As at 31 December 2020</b>		98	281	403	783

		<b>Charitable Fundraising</b>	<b>Commitment for Life</b>	<b>Communion Fund</b>	<b>Total 2019</b>
		£	£	£	£
<b>At 1 January 2019</b>		(96)	(50)	521	374
<b>Donations</b>	Donations	343	575	1,341	2,259
	Gift Aid	140	138	350	627
<b>Fundraising</b>	Bazaar stalls	862		-	862
	<b>Total Receipts</b>	1,344	0	1,691	3,748
<b>Payments</b>	Monies paid over	850			2,497
	Expenses	12			12
<b>As at 31 December 2019</b>		386	663	565	1,613

<b>2020 Donations out</b>	<b>Charitable Fundraising Fund</b>	<b>Commitment for Life Fund</b>	<b>Communion Fund</b>	<b>General Fund</b>	<b>Total 2020</b>
Cash basis	£	£	£	£	£
Holiday Bible Week				1,000	1,000
Bible Society			95		95
Save the Children			113		113
National Churches Trust			80		80
WWF-UK			113		113
Charity Aid			186		186
Shelter	242				242
Christian Aid	186				183
URC Commitment for Life		438			438
<b>Total</b>	<b>428</b>	<b>438</b>	<b>588</b>	<b>1000</b>	<b>2,453</b>

<b>2019 Donations out</b>	<b>Charitable Fundraising Fund</b>	<b>Commitment for Life Fund</b>	<b>Communion Fund</b>	<b>General Fund</b>	<b>Total 2019</b>
Cash basis	£	£	£	£	£
Holiday Bible Week				1,000	1,000
Lunch Bunch (CTBS)				250	250
Mission Aviation Fellowship			94		94
Educaid	425		116		541
National Churches Trust			74		74
Action for Pulmonary Fibrosis			282		282
The Woodland Trust			97		97
Herts & Essex Air Ambulance			141		141
Christian Aid			318		318
Unicef			99		99
Holy Trinity Night Shelter	425				425
Crohns and Colitis UK			114		114
Bible Society			66		66
Sailors Society			133		133
Action for Children			114		114
<b>Total</b>	<b>850</b>		<b>1,647</b>	<b>1,250</b>	<b>3,747</b>