

Water Lane United Reformed Church Charity

Charity Number 1129836

**Report and Financial Statements for the year ended
31 December 2022**

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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

(In vacancy)

Church Officers

Church Secretary – Gapsun Rhee
Church Treasurer – Anne Hunter

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) FCCA
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 2022. 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 2022 until the date this report was approved are:

Mrs S Glass	Church Secretary (retired September 2022)
Mrs A Hunter	Treasurer
Mrs J Pinnell	
Mr A Booth	
Ms G Rhee	Appointed Church Secretary September 2022
Mrs P Bayston	
Mrs A M Groves	
Mrs R Dickens	appointed September 2022
Mr R Buss	appointed September 2022 (died January 2023)
Mrs Michelle Czaikowski	appointed June 2023

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 11 times during the year. It is assisted in the administration of the Church and its property by Finance & Property Committee (currently 4 members)

The Church Meeting met 3 times during 2022.

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. Church Meetings take place approximately

the hall of £7,410. In 2023 Synod agreed to drawdown on funds originating from the sale of the hall held in the Synod trust towards our costs associated with the development. Separately we were in receipt of a Synod grant in 2023 towards energy costs to maintain our activities going forward. On this basis the Elders are satisfied that the charity can continue with its current objectives and activities for the foreseeable future.

This report was approved by the Elders' Meeting on 22 Oct and was

signed on its behalf by 

GAPSUN RHEE,
Secretary,
22 October 2023

**INDEPENDENT EXAMINER'S REPORT
ANNUAL REPORT 2022**

I report on the financial statements of Water Lane United Reformed Church Charity for the year ended 31 December 2022, 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.

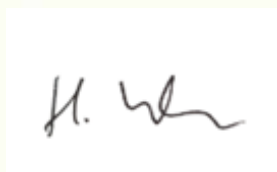
My examination was carried out in accordance with the General Directions of the Charity Commissioners. An examination includes a review of the accounting records kept by the church and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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 October 2023

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

Statement of Financial Activities

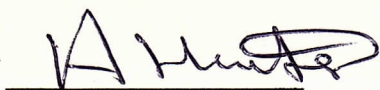
		General Fund	Designated Funds	Restricted Funds	Total Funds	Prior Period Total Funds
		£	£	£	£	£
Receipts	Note 2					
Donations		20,583	-	1,798	22,381	24,022
Charitable activities		16,999	2,403	-	19,402	10,313
Fundraising (other trading activity)		-	1,500	1,344	2,844	2,135
Investments		45,369	-	-	45,369	59,514
Other		-	-	-	-	1,500
	Total	82,951	3,903	3,142	89,997	97,484
Payments	Note 3					
URC Ministry and Mission		32,952	-	-	32,952	32,604
Other Ministry, Mission, Worship & Fellowship		15,761	-	-	15,761	17,458
Church Maintenance & Running Costs		15,453	-	-	15,453	13,405
Hall Maintenance & Running Costs		25,838	-	-	25,838	15,553
Church Estate Redevelopment		10,800	-	-	10,800	42,835
Donations		1,000	-	2,330	3,330	3,316
	Total	101,804	-	2,330	104,134	125,170
Net Receipts /(Payments)		(18,853)	3,903	812	(14,138)	(27,687)
Draw down from investments		-	-	-	-	40000
Transfers between funds		3,818	(3,903)	85	0	0
Bank and on call deposits at the start of the year		33,621	-	31	33,652	21,339
Bank and on call deposits at the end of the year		£18,586	£0	£928	£19,514	£33,652

Statement of Assets and Liabilities at Year End

		General Funds	Designated Funds	Restricted Funds	Total Funds	Prior Period total funds
		£	£	£	£	£
Monetary Assets	Note 6					
Cash Funds		18,586	-	928	19,514	33,652
Debtors		673	-	-	673	977
Gift Aid Recoverable		189	-	83	272	344
COIF deposit held as investment (Note 6)		63,000	-	-	63,000	63,000
		82,448	-	1,010	83,458	97,974
Liabilities						
Creditors		1,763	-	-	1,763	1,088
Net Monetary Assets		£80,685	-	£1,010	£81,695	£96,886

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

Signed on behalf of the Trustees:



Trustee Date: 22/10/23

ANNE HUNTER,
Treasurer,
22 October 2023

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.

Most income is received on a cash basis and it is the church's normal practice to pay invoices on receipt.

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

	General Fund £	Designated Funds £	Restricted Funds £	Total Funds £	Prior Period Total Funds £
Receipts from Donations and Legacies					
Freewill offerings	15,542	-	-	15,542	18,535
Income from legacies	1,500	-	-	1,500	
Communion collections	-	-	895	895	62
Commitment for Life	-	-	287	287	626
Other donations	200	-	313	513	775
Income tax refunds	3,341	-	302	3,643	4,025
Total	20,583	-	1,798	22,381	24,022

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

	General Fund £	Designated Funds £	Restricted Funds £	Total Funds £	Prior Period Total Funds £
Receipts from Charitable Activities					
Hire of the Church	1,896	-	-	1,896	443
Hire of the Church Hall	11,410	-	-	11,410	5,985
Car Parking	3,570	-	-	3,570	3,145
Coffee mornings	123	2,403	-	2,526	741
Total	16,999	2,403	-	19,402	10,313

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 £715 (2021 £220).

	General Fund	Designated Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	£	£	£	£	£
Money raising					
Bazaar	-	-	1,284	1,284	1,045
Gift Stall			60	60	
Bric-a-brac stall	-	1,500	-	1,500	1,090
	-	1,500	1,344	2,784	2,135

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.

	General Fund	Designated Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	£	£	£	£	£
Investments					
Guild House Rent	44,750	-	-	44,750	59,500
Coif Deposit Interest	612	-	-	612	11
Other interest received	7	-	-	7	2
	45,369	-	-	45,369	59,514

The Guild House tenants reduced their rental payments during 2020, but subsequently paid over all amounts owing in January 2021. The agreed rental per annum is £44,750.

	£	£	£	£	£
Other Receipts					
Rent of outdoor space	-	-	-	-	1,500
Sundry income	-	-	-	-	
	-	-	-	-	1,500

Ownership of Water Lane Bar, who rent the outdoor space, changed in 2020, at which point payments ceased. The bar reopened as Water Lane Lounge in November 2022. The charity concluded negotiations for a new lease on different terms with the new owners in early 2023 and payments have been received from that date onwards. No debtor is recognised.

3 Analysis of Payments

	General Funds	Designated Funds	Restricted Funds	Total Funds	Prior Period total funds
	£	£	£	£	£
Payments relating to Charitable Activities					
URC Ministry and Mission Fund	32,952	-	-	32,952	32,604

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.

	<i>General Funds</i> £	<i>Designated Funds</i> £	<i>Restricted Funds</i> £	<i>Total Funds</i> £	<i>Prior Period Total Funds</i> £
Other Ministry, Mission, Worship & Fellowship					
Shared WEBS ministerial expenses	(70)	-	-	(70)	3,351
Pulpit Supply	1,586	-	-	1,586	973
Organist	3,380	-	-	3,380	3,455
Administrator's salary (a)	5,801	-	-	5,801	5,405
Licences and subscriptions	485	-	-	485	472
Other direct costs	464	-	-	464	29
Share of support costs (see below)	4,114	-	-	4,114	3,773
<i>Total</i>	<u>15,761</u>	<u>-</u>	<u>-</u>	<u>15,696</u>	<u>17,458</u>
Maintenance and running costs – Church (b)					
Repairs and renewals	620	-	-	620	1,313
Utilities	6,540	-	-	6,540	5,781
Cleaning and refuse collection (40%)	4,359	-	-	4,359	2,543
Grounds maintenance (40%)	571	-	-	571	757
Organ tuning and maintenance	332	-	-	332	224
Other direct costs	9	-	-	9	-
Share of support costs (see below)	3,023	-	-	3,023	2,787
<i>Total</i>	<u>15,453</u>	<u>-</u>	<u>-</u>	<u>15,453</u>	<u>13,405</u>
Maintenance and running costs – Hall (b)					
Repairs and renewals	2,533	-	-	2,533	2,422
Utilities	12,598	-	-	12,598	5,188
Cleaning and refuse collection (60%)	6,539	-	-	6,539	3,814
Grounds (60%) maintenance	856	-	-	856	1,135
Other direct costs	107	-	-	107	42
Share of support costs (see below)	3,205	-	-	3,205	2,951
<i>Total</i>	<u>25,838</u>	<u>-</u>	<u>-</u>	<u>25,838</u>	<u>15,553</u>
Church Estate Redevelopment	10,800			10,800	42,835
Donations	1,000		2,330	3,330	3,316
Total Expenditure on Charitable Activities	<u>101,739</u>	<u>-</u>	<u>2,330</u>	<u>104,134</u>	<u>125,170</u>

- (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, Treasurer and Bookkeeper are all unpaid volunteers.

	£	£	£	£
2022	Ministry	Church	Hall	Total
Support Costs				
Independent Accounts Examination 1:1:1	523	523	523	1,570
Office costs 7:1:2	1,274	182	364	1,820
Insurance 1:1:1	2,238	2,238	2,238	6,713
Bank Charges 1:1:1	79	79	79	238
Total	4,114	3,023	3,205	10,341

	£	£	£	£
2022	Ministry	Church	Hall	Total
Church Estate Redevelopment				
Professional costs	-	10,800		10,800
Legal fees	-			
Total	-	10,800		10,800

	£	£	£	£
2021	Ministry	Church	Hall	Total
Support Costs				
Independent Accounts Examination 1:1:1	503	503	503	1,510
Office costs 7:1:2	1,151	164	329	1,644
Insurance 1:1:1	2,068	2,068	2,068	6,204
Bank Charges 1:1:1	51	51	51	153
Total	3,773	2,787	2,951	9,511

	£	£	£	£
2021	Ministry	Church	Hall	Total
Church Estate Redevelopment				
Professional costs	-	42,835	-	42,835
Total	-	42,835	-	42,835

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

Phyllis Bayston received £ 3,315 (2021 £3,455) in her role as church organist for which she invoices the charity monthly. Trustees other than the organist received no remuneration in the year (2022 - nil, 2021 - nil).

During the year, trustees other than the minister were reimbursed £220.70 in aggregate in respect of expenses incurred on behalf of the church (2021 - £29).

Revd. Roy Fowler retired as the minister within the WEBS Pastorate in July 2021 and was a trustee of the charity to that point. Ministers are paid directly by the URC, out of the Ministry and Mission Fund to which the charity contributes. The manse was provided by the URC Eastern Synod at no direct cost to the charity. During 2021 Revd. Roy Fowler had various expenses reimbursed by the WEBS pastorate in line with URC guidance. Water Lane URC's contribution to these expenses in 2021 on a paid basis was as follows; related to the Manse

£1,292, car allowance £320 and travel and other sundry expenses £355. Revd. Christine Fowler, a retired minister who is the wife of Revd. Roy Fowler, received preaching fees for 3 services in 2021). For this she was paid £120 fees and £8 expenses in accordance with URC guidelines.

5 Employment Emoluments

	Total Funds	Prior Period total funds
	£	£
Part time administrator	5,801	5,405
Employees - part time administrator	.4	.4

6 Net Monetary Assets

	General Fund £	Designated Fund	Restricted Fund £	Total Funds £	Prior Period Total Funds £
Bank and Cash					
Expense Account	2,946	-	928	3,874	2,938
Deposit Account	15,368	-	-	15,368	30,550
Petty Cash	273	-	-	273	164
	18,586	-	928	19,514	33,652
Debtors					
Hall Lettings	673	-	-	673	977
Gift Aid Recoverable	189	-	83	272	344
Creditors					
Creditors	1,643	-	-	1,643	997
Payroll taxes due	120	-	-	120	91
	1,763	-	-	1,763	1,088

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 £5.1million.

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.

	COIF deposit £	Total 2022 £	Total 2021 £
At 1 January 2022	63,000	63,000	103,000
Drawdown in the year	-	-	40,000
At 31 December 2022	63,000	63,000	63,000

9

Designated Funds

The church operates one monetary designated fund, the **Administrative Expense Fund**, with the encouragement of Church Meeting. This fund is used to ring fence the proceeds of specific fundraising activities undertaken principally 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 at the end of each accounting year (other than in the unlikely event of sums raised exceeding local expenses).

Administrative Expense Fund		2022	2021
		£	£
At 1 January 2022		0	0
Charitable	Coffee		
Money	Mornings	2,403	720
raising	Bric-a-brac		
stall		1,500	1,090
Total receipts		3,903	1,810
Payments			
	Transfer to		
	General		
	Fund	3,818	1,791
	Transfer to		
	Communion		
	Fund	85	19
Total transfers		3,903	1,810
As at 31 December 2022		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. We held our annual bazaar in November 2022.

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 and December and are remitted when the appeal is complete.

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 during COVID-19 lockdowns and consequent restricted church activity in 2021. In 2021 the church agreed to donate the long-standing historical balance on the Communion Fund to Christian Aid in recognition of our restricted fundraising for this cause due to the pandemic.

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 reclaimed and received by the church.

		Charitable Fundraising	Commitment for Life	Communion Fund	Total 2022
		£	£	£	£
At 1 January 2022		56	-25	0	31
Donations	Donations	313	287	895	1,496
	Gift Aid	18	69	215	302
Fundraising	Bazaar Stalls	1,284			
	Gift Stall	60			
	Total Receipts	1,676	356	1,110	3,142
Payments	Monies paid over	779	356	1,195	2,330
	Transfer from administrative expense fund			85	85
As at 31 December 2022		953	-25	0	928
Gift aid recoverable		73	0	10	83

The £25 balance on Commitment for Life represents a timing difference. All payments from this fund go to the same recipient.

		Charitable Fundraising	Commitment for Life	Communion Fund	Total 2021
		£	£	£	£
At 1 January 2021		98	281	403	783
Donations	Donations	290	626	62	978
	Gift Aid received	55	105	14	174
Fundraising	Bazaar stalls	1,045	-	-	1,045
Total Receipts		1,390	731	76	2,196
Payments	Monies paid over	1,432	1,038	498	2,987
	Transfer from administrative expense fund			19	
As at 31 December 2021		56	-25	0	31
Gift aid recoverable			25		25

Recipients of donations from Water Lane URC during the year

2022 Donations out	Charitable Fundraising Fund	Commitment for Life Fund	Communion Fund	General Fund	Total 2022
	£	£	£	£	£
Holiday Bible Week				1,000	1,000
Bible Society			138		138
British Red Cross	657		631		1,288
The Woodland Trust			49		49
Mission Aviation Fellowship			29		29
Mind			44		44
Shelter	63				63
Christian Aid			135		135
Bishop's Stortford Food Bank	60		71		131
Isabel Hospice			54		54
Holy Trinity Night Shelter			45		45
URC Commitment for Life		356			356
Total	779	356	1,195	1,000	3,330

2021 Donations out	Charitable Fundraising Fund	Commitment for Life Fund	Communion Fund	General Fund	Total 2021
	£	£	£	£	£
Bishop's Stortford Food Bank	566				566
Holy Trinity Night Shelter				100	100
British Red Cross – re Haiti	208				208
Unicef – re Yemen			121		121
Christian Aid	658		377	249	1,284
URC Commitment for Life		1,038			1,038
Total	1,432	1,038	498	349	3,316

