BOOKHAM BAPTIST CHURCH

England & Wales · Charity number 1129903

Details

Status	Registered
Legal form	Previously excepted
Registered	2009-06-01
Register	View on the Charity Commission register

Contact

Address	Bookham Baptist Church Lower Road Bookham Leatherhead KT23 4DH
Phone	01372811313
Email	office@bookhambaptist.org
Website	www.bookhambaptistchurch.org.uk

Activities

Objects: The principal purpose of the Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

Activities: Church of the Baptist Denomination serving Bookham, Surrey and surrounding locations. Support of missionaries and missionary activities worldwide.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

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Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£657,628	£572,392	£4,551,881	17
2023-09-30	£641,139	£610,571	£4,466,645	19
2022-09-30	£576,316	£603,179	£4,436,077	21
2021-09-30	£603,834	£657,625	£4,462,940	22
2020-09-30	£585,658	£631,385	£4,516,731	21

Trustees

Name	Role	Appointed
Dr Daniel John Holt Commandeur	Chair	2022-11-16
David Paul Taggart		2023-05-17
Matthew Craig Downey		2022-03-16
Moira Elizabeth Allen		2025-03-19
Rev Caroline Elizabeth Kingdon Oliveira		2015-09-01
Rev Gillian Campbell		2016-06-13

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BOOKHAM BAPTIST CHURCH

England & Wales - Charity number 1129903

Accounts

BOOKHAM BAPTIST CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2024

Charity Number: 1129903

BOOKHAM BAPTIST CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2024

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BOOKHAM BAPTIST CHURCH
REFERENCE AND ADMINISTRATIVE DETAILS

Ministry Team	Rev'd Stephen Elmes (Resigned March 2024) Rev'd Caroline Oliveira Rev'd Gillian Hawkins
Trustees	Rev'd Stephen Elmes (Resigned March 2024) Rev'd Caroline Oliveira Rev'd Gillian Hawkins Mr Matthew Downey Dr Daniel Commandeur Mrs Frances Pyatt Mr David Taggart
Charity number	1129903
Bank	CAF Bank Kings Hill West Malling Kent ME19 4TA Nationwide Building Society Nationwide House Pipers Way Swindon SN38 1NW Charity Bank Fosse House 182 High Street Tonbridge TN9 1BE Metro Bank Plc 1 Southampton Row London W1CB 5HA Kingdom Bank Ruddington Fields Business Park Mere Way Ruddington Nottingham NG11 6JS
Trustee for Bookham Baptist Church properties	The Baptist Union Corporation Ltd PO Box 44, 129 Broadway Didcot Oxon OX11 8RT
Auditor	Xeinadin Audit Limited 5 Robin Hood Lane Sutton SM1 2SW
Main address	Lower Road Great Bookham Leatherhead Surrey KT23 4DH
Key Management Personnel	All Trustees Ministry Team

Overview of the year Oct 23 – Sept 24

This has been a year of significant change as we said farewell to Lead Minister, Rev Steve Elmes in March after 20 years, closed our Rainbow Playgroup in July after 37 years and Rev Caroline Oliveira went on maternity leave in July. In addition, Rev Gill Hawkins has had some difficult family issues to contend with. There has been a sense of being pruned, as the Biblical metaphor describes, and yet through this we have come to see that it is important for our continued protection, longevity and ongoing fruitfulness. The January half-night of prayer identified four key themes:

- Trust in God's leadership during this season of significant change
- A sense of calm, unity and anticipation from the church family
- A need to resist rushing and to wait, remaining flexible and open to receiving God's provision
- A time for all of those in our church community to be released into gifting and ministry

To address the impact of reduction of Ministerial hours, the following measures have been put in place

- the Leadership Team have stepped into a more active role in leading church activities
- church members and regulars have responded willingly to offer their time and gifts in their volunteering roles
- Rev Mel Commandeur, a former minister at BBC, has provided part-time maternity cover.

The ministerial structure was also changed to a flatter, team-based ministry, in recognition that there was less of a need for a 'lead' minister going forward and to make room for a Children, Youth & Community role, which is in the process of being recruited. A sub-set of the Leadership Team has been working with Paul Kerley, SEBA Regional Minister, on moving this recruitment forward, as well as advertising the position more widely.

Due to a projected shortfall in finances for this financial year, a 'gift day' was held in October, to which the church family responded with such generosity that the amount needed was exceeded. However, some budgets needed to be cut back and an over-reliance on a very small number of particularly generous regular givers remained. Nevertheless, the church reserves remain well ahead of the 3 months' operating cost, which is the self-imposed level that we have been working towards for the last few years.

Our creation care initiative took great steps in moving forward with an investment in solar panels on the church roof, which were installed over the summer.

Baptism and Membership
We lost several members, through death, transfers and moves, some related to disagreement with our Ethos Statement, but encouragingly have also seen a steady flow of new people coming into the church for various reasons, resulting in 8 baptisms and 5 new memberships or incoming transfers.

Helping People Find Faith

Helping people find faith continues to be the focus for BBC this year, through the following:

- Confident Discipleship – prayer course was well received and attendance at Monday prayer evenings increased as we sought the mind of Christ over the shape of ministry and the proposed new role.
- All the Gifts – growing an inclusive worshipping community where all our gifts are in play. One of our members successfully applied to Spurgeon's College to do a 2-year course leading to a certificate in Theology. In the coming year, we have plans to start a Preaching Academy and to offer training to lay members of BBC and Eastwick Road Church (ERC) to conduct funeral services
- Children & Youth – continuing to invest in the discipleship of our children and youth. 85 families from the local community participated in our Easter events. The interim youth leader role was extended by 6-months to ensure cover until the new post could be filled. 42 young people went with the youth team to Satellites festival, of which 27 had no church background.
- Confidence in Mission – resourcing and enabling our folk to take part in the Christ's mission, locally, internationally and on their frontlines. 80+ people now come regularly to the Community Space and the Children's Centre continues to bring families into the building, with opportunities in both areas to build relationships and offer prayer. International mission continues to be pursued through key, personal, long-term overseas relationships in Russia, Slovenia, Brazil and Lebanon. BBC continues to outwork local mission through ecumenical partnerships, including CAP, BYP, Golden Years and Anna Chaplaincy.

The trustees' responsibilities
The 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 that the trustees must not approve the financial statements for each financial year unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure 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 business.

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, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Structure, governance and management
The Church is currently an unincorporated association and is a member of the Baptist Union of Great Britain (Baptist Union) and the South Eastern Baptist Association (SEBA). In line with BU advice, solicitors' Anthony Collins have been appointed to move the Church to an Incorporated association which is expected to complete in 2025. The Church occupies premises which are held by the Baptist Union Corporation Limited.

Governing document
The trustees and church are governed by the "Constitution" (May 2024) and "Leadership Team handbook" (July 2024) and by the Trust Deed dated 24th June 1960. The Leadership Team Handbook replaces the Working Protocol to provide transparency of how things work in practice at Bookham Baptist Church. The Constitution was updated to align to the latest version produced by the Baptist Union, which now allows for church meeting participants to join and vote online as well as in person. This is a welcome move particularly for our older members during the winter months.

In accordance with Charity Commission guidelines, a set of policies has been drawn up to cover the following and are available on the Bookham Baptist Church website:

Data Protection Policy	Data Privacy Policy
Cookie Policy	Financial Controls Policy
Fire Evacuation	Health and Safety
Pastoral Care	Modern Slavery Act
Equality & Diversity	Making a Complaint
Serious Incident Reporting	Staff Code of Conduct
Conflicts of Interest	

Trustee election and training
Trustees comprise the Ministers (currently one and one maternity leave) and the non-ministerial Trustees. Non-ministerial Trustees are elected in accordance with the Constitution. The total number of non-ministerial Trustees is set from time to time at the Church Members meeting and is currently seven. All Trustees are expected to familiarise themselves with the guidance offered by the Charity Commission. Each year all Trustees are required to pass the Charity Commission Trustee test.

Key Management Personnel
The key management personnel of the charity as listed on page 1 are in charge of directing, controlling, running and operating the charity on a day-to-day basis. All non-ministerial Trustees give their time freely and none received any remuneration in the year. Details of Trustees' expenses and related party transactions are disclosed in Note 13 to the financial statements. The pay of the Ministers is reviewed from time to time based on increased responsibilities and commitments, changes to the hours worked, changes to the cost of living and other relevant factors.

Volunteers
The great majority of the work of the church relies on Church Members and other volunteers. This extends from some preaching to many areas of administration, from small group work to hospitality, from running our many activities to spiritual leadership.

Public benefit
The trustees have complied with their duty to have due regard to guidance published by the Charity Commission in respect of public benefit. The church provides a place of worship and worship services open to all together with marriages and funeral rituals. The church further provides premises for community use, where this meets the purposes of the charity e.g. a Children's Centre and Community Fridge. It makes charitable grants to organisations for the disadvantaged and to advance education overseas.

Fundraising policy
Other than publicly inviting an offering at every service, we do not engage in persistent fundraising or intrusive fundraising practices with any of our donors, including vulnerable people, and we never have private or coercive discussions with individuals about their giving. Our fundraising practices are ethical and in accordance with Biblical principles. No complaints were received about our fundraising practices.

Risk management policy
Risks related to the church's activities are carefully considered and action is taken to mitigate the potential loss or injury. The trustees have developed a comprehensive set of policies relating to the following areas of the church's activities, covering their risk:

- Ministerial, Leadership and General Governance
- Operations
- Children, young people and vulnerable adults
- Volunteers
- Finances
- Overseas Mission

The Trustees have reviewed these areas of risk using the Charity Commission's template for risk assessments with regards to identifying key risk areas, rating each risk based on its likelihood and impact severity (ratings - minimum 2, maximum 30), outlining the mitigation and qualifying any residual risk.

The Trustees have identified 6 principal risks and uncertainties facing the church with a gross risk rating of between 10 and 20. Their plan and strategies for managing these risks are contained in a risk register which is maintained by the Trustee allocated this responsibility. The risk register is reviewed regularly by the Trustees and regular reviews of specific risks are undertaken at the times specified in the risk register.

Financial review
The results of the charity may be found on the Statement of Financial Activities. At the year end the church was in a strong position with £238,005 of net current assets. Income received in the year had increased by £16,489 compared to the previous year while expenditure had decreased by £38,179. This resulted in the net income of £85,236 compared to £30,568 in the previous year. Unrestricted funds stood at £4,526,769 (2023: £4,435,554) and restricted income funds were £25,112 (2023: £31,091).

Reserves policy
We aim to maintain free cash reserves equivalent to 3 months' budgeted expenditure. Unrestricted general funds, excluding fixed assets, at 30 September 2024 amounted to £202,997 (2023: £188,457), which represents 4 months budgeted expenditure.

Grant-making policy
For many years the charity has given grants to individuals and institutions in a variety of locations where there is a close connection with the membership. These are reviewed annually by the church meeting.

This report has been prepared in accordance with the Charities Act 2011, the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

FOR AND ON BEHALF OF THE TRUSTEES

Frances Pyatt
Chair of Trustees
19 March 2025

Opinion
We have audited the financial statements of Bookham Baptist Church (the "Charity") for the year ended 30 September 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 30 September 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the provisions available for small entities and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information
The other information comprises the information included in the annual report, including the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the trustees
As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements
We have been appointed as auditor under section 145 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charity, we identified that the principal risks of non-compliance with laws and regulations related to employment, financial reporting legislation and health and safety regulations and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by making enquiries of management, considering the internal controls in place and discussion amongst the engagement team.

We determined that the principal risks were related to management bias in accounting estimates, presentation of separately disclosed items and management override of controls.

Auditor's responsibilities for the audit of the financial statements (continued)
In response to the risks identified we designed procedures which included, but were not limited to challenging significant accounting estimates, agreeing financial statement disclosures to underlying supporting documentation, identifying and testing journal entries, reviewing Trustees' minutes and evaluating the charity's internal controls.

There are inherent limitations in the audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report
This report is made solely to the Charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Xeinadin Audit Limited

Xeinadin Audit Limited
Statutory Auditor
Chartered Accountants

5 Robin Hood Lane
Sutton
Surrey
SM1 2SW

Date: 28 March 2025

Xeinadin Audit Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

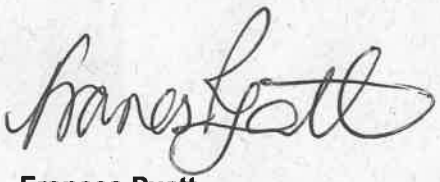
BOOKHAM BAPTIST CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Income from:							
Donations and legacies	2a	478,681	26,507	505,188	466,782	34,631	501,413
Investments	2b	7,698	-	7,698	2,339	-	2,339
Charitable activities	2c	94,999	8,400	103,399	107,339	2,413	109,752
Other sources	2d	41,343	-	41,343	27,635	-	27,635
TOTAL INCOME		**622,721**	**34,907**	**657,628**	**604,095**	**37,044**	**641,139**
Expenditure on:							
Charitable activities	3	532,546	39,846	572,392	570,706	39,865	610,571
TOTAL EXPENDITURE		**532,546**	**39,846**	**572,392**	**570,706**	**39,865**	**610,571**
Net income/(expenditure) before transfers		**90,175**	**(4,939)**	**85,236**	**33,389**	**(2,821)**	**30,568**
Transfers between funds	11	1,040	(1,040)	-	(7,772)	7,772	-
NET MOVEMENT IN FUNDS		**91,215**	**(5,979)**	**85,236**	**25,617**	**4,951**	**30,568**
Balances brought forward at 1 October	1c	4,435,554	31,091	4,466,645	4,409,937	26,140	4,436,077
Balances carried forward at 30 September		**4,526,769**	**25,112**	**4,551,881**	**4,435,554**	**31,091**	**4,466,645**

BOOKHAM BAPTIST CHURCH
BALANCE SHEET
AS AT 30 SEPTEMBER 2024

	Notes	2024		2023	
		£	£	£	£
Fixed Assets					
Tangible	7		4,313,876		4,223,366
Current assets					
Debtors	8	19,754		25,564	
Short term deposits		85,000		80,000	
Cash at bank and in hand		227,259		176,024	
		332,013		281,588	
Creditors					
Amounts falling due within one year	9	(94,008)		(38,309)	
Net current assets			238,005		243,279
Total assets less current liabilities			4,551,881		4,466,645
Net assets	10		4,551,881		4,466,645
Represented by					
Unrestricted funds	11		4,526,769		4,435,554
Restricted funds	11		25,112		31,091
			4,551,881		4,466,645

Approved by the Trustees on 19 March 2025 and signed on their behalf by:



Frances Pyatt
Chair

BOOKHAM BAPTIST CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	2024		2023	
	£	£	£	£
Cash provided by operating activities (see below)		72,062		41,744
Cash flows from investing activities				
Interest received	7,698		2,339	
Proceeds on sale of tangible fixed assets	1,046		-	
Payments to acquire tangible fixed assets	(96,066)		(4,607)	
Cash (used in) investing activities		(87,322)		(2,268)
Cash flows from financing activities				
Proceeds from new loans	71,495		-	
Cash provided by financing activities		71,495		-
Net cash inflow		56,235		39,476
Cash and cash equivalents at 1 October		256,024		216,548
Cash and cash equivalents at 30 September		312,259		256,024
Cash flows from operating activities				
Net income		85,236		30,568
Interest received shown in investing activities		(7,698)		(2,339)
Depreciation		5,556		2,892
(Gain) on disposal of tangible fixed assets		(1,046)		-
Decrease/(increase) in debtors		5,810		(8,515)
(Decrease)/increase in creditors		(15,796)		19,138
Cash provided by operating activities		72,062		41,744

Analysis of changes in net debt

	At 1 October 2023	Cash flows	Non-cash changes	At 30 September 2024
	£	£	£	£
Cash	256,024	56,235	-	312,259
Loans falling due within one year	-	(71,495)	-	(71,495)
Total	256,024	(15,260)	-	240,764

1 **Accounting Policies**

The Church is an unincorporated association and is affiliated to the Baptist Union of Great Britain and Ireland and to the London Baptist Association.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) **Basis of preparation**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Charities Act 2011, the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

The Church meets the definition of a public benefit entity under FRS 102. The accounts are prepared in pounds sterling rounded to the nearest pound.

b) **Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

c) **Fund Accounting**

The funds held by the Church are either:

- Unrestricted general funds – these are funds which can be used in accordance with the Church's objects at the discretion of the Trustees.
- Designated funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the Church. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

d) **Income**

Donations and other income (including legacies) are included in the Statement of Financial Activities (SOFA) when the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured.

e) **Freehold Property and Depreciation**

Freehold property is included at cost. Residential freehold property was restated to fair value on transition to FRS102, and this value is treated as deemed cost going forward. Freehold land is not depreciated. The Trustees adopt a policy of maintaining the Church Premises and residential buildings to a high standard which prolongs their useful lives and enhances their residual values and accordingly the Trustees consider any depreciation arising or accumulated depreciation to date to be insignificant and immaterial. The Church Premises were previously depreciated at the rate of 2% of cost straight line per annum until 2023.

f) **Plant and Equipment**

Depreciation has historically been calculated to write off the cost less estimated residual value of all plant and equipment over the following periods:

IT equipment	over 4 years
All other plant & equipment	over 5 years

1 **Accounting Policies (continued):**

g) **Taxation**
The Church is not liable for tax on its charitable activities.

h) **Operating Leases**
Rentals applicable to operating leases, where substantially all of the benefits and risk of ownership remain with the lessor, are charged against receipts as incurred.

i) **Pensions**
The church pays contributions to the Baptist Ministers Pension Trust Limited which is a defined benefits scheme. The Church also contributes to a Stakeholder scheme for its staff. Contributions were paid in the period in which they were due. Deficiency payments are also made into the earlier Baptist Ministers Defined Benefits Pension Scheme.

j) **Grants Paid**
Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the church.

k) **Expenditure**
All expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs are those costs associated with meeting the constitutional and statutory requirements of the charity and include accountants' fees and costs linked to the strategic management of the charity. These have been allocated directly to charitable expenditure.

l) **Funds**
Unrestricted
The GENERAL FUND balance consists of the net incoming or outgoing resources accumulated since the church's foundation. The balance at any one time is available to fund the activities of the church and carries no restrictions.

The HARDSHIP FUND consists of money given as donations to the Community Fridge. The trustees have set these aside to make discretionary payments to those in need.

The PREMISES FUND carries a balance set aside from the General Fund to meet the anticipated repair and maintenance costs of the church premises and also the manses. Such costs are charged to the fund in the year they arise.

The designated MISSION FUND is allocated each year a share of the unspecified general giving received by the church, and grants are made accordingly. Specific gifts are dealt with through the restricted MISSION FUND.

The BUILDING FUND represents the carrying value of the Church Premises.

The MANSE FUND represents the carrying value of the Church Manse.

The SECOND MANSE FUND represents the carrying value of the Second Manse.

The AUDIO VISUAL FUND represents the sale of audio equipment to fund the purchase of a new drum kit.

Restricted
The CAP FUND represents the total of donations and gifts received, less expenses incurred, by the Mole Valley Branch of Christians Against Poverty, a registered charity. Bookham Baptist Church is the lead church operating the branch, which is not established as a separate legal entity, and is therefore deemed to be under the control of the Trustees as a restricted fund. The fund is administered separately from Christians Against Poverty.

1 **Accounting Policies (continued):**

l) **Funds (continued)**
Restricted (continued)

The OTHER FUND represents grants or gifts given by members and others for specific work or the purchase of specific items within the church activities. Detailed records of the activities of any individual fund reported under this category are maintained by the church Trustees.

m) **Debtors**
Grants receivable and other debtors are included at the settlement amount due. Prepayments are valued at the amount prepaid.

n) **Short-term deposits**
Short-term deposits include cash and short term highly liquid investments with a maturity of between three and twelve months from the date of the opening of the deposit.

o) **Cash at bank and in hand**
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of thr months or less from the date of the opening of the deposit.

p) **Creditors and provisions**
Creditors and provisions are recognised where the charity has a present obligation arising 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 recognised at their settlement amount. Provisions have been calculated at the best estimate of the settlement amount and then discounted back to present value at the reporting date.

q) **Financial instruments**
The charity only has financial assets and 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.

2 INCOME FROM:

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2024 £	2023 £
2a	**Donations and legacies**				
	Donations and Gifts				
	Planned giving: Gift Aid	185,404	-	185,404	178,972
	Income tax recoverable on Gift Aid	55,001	-	55,001	54,128
	Other giving	238,276	26,507	264,783	268,313
		478,681	**26,507**	**505,188**	**501,413**
2b	**Investments**				
	Bank interest	**7,698**	-	**7,698**	**2,339**
2c	**Charitable activities**				
	Playgroup income	86,152	-	86,152	100,520
	Other events and activities	8,847	8,400	17,247	9,232
		94,999	**8,400**	**103,399**	**109,752**
2d	**Other sources**				
	Rent	37,443	-	37,443	17,239
	Administrative income	3,900	-	3,900	10,396
		41,343	-	**41,343**	**27,635**
	TOTAL INCOME	**622,721**	**34,907**	**657,628**	**641,139**

3 EXPENDITURE ON:

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2024 £	2023 £
Charitable activities					
Grants made in furtherance of the Church's objectives					
Home and overseas mission	6	84,711	941	85,652	93,983
CAP		-	8,915	8,915	8,795
		84,711	**9,856**	**94,567**	**102,778**
Ministry costs					
Staff costs	4	256,493	19,809	276,302	275,436
Children and youth work		14,238	10,175	24,413	25,398
Other ministry costs		14,158	-	14,158	11,829
Playgroup costs incl.salaries		68,674	-	68,674	96,366
		353,563	**29,984**	**383,547**	**409,029**
Church and manse expenses					
Church running costs		15,068	-	15,068	15,996
Manse running costs		21,573	-	21,573	19,284
Repairs to premises		19,048	-	19,048	26,621
Office expenses		6,492	-	6,492	6,378
Governance costs: Audit fees		7,238	-	7,238	6,036
Governance costs: Accountancy		2,262	-	2,262	3,480
Other resources		17,035	6	17,041	18,077
Depreciation		5,556	-	5,556	2,892
		94,272	**6**	**94,278**	**98,764**
TOTAL EXPENDITURE		**532,546**	**39,846**	**572,392**	**610,571**

4 STAFF COSTS

	2024 £	2023 £
Salaries and stipends	184,698	184,087
Employer's National Insurance costs	13,883	12,752
Pension costs – defined contribution schemes	14,751	18,632
Recovery contributions for former defined benefit pension scheme	12	12
"Rent" in lieu of manse provision	38,919	38,123
Other costs	4,426	3,327
CAP staff cost	19,613	18,503
	276,302	275,436
Playgroup salaries	63,985	88,298
Children's Centre staff costs	9,909	8,215
	350,196	371,949

The average number of employees during the year was 17 (2023: 19). Of this average, approximately 3 were in the Ministry Team, 6 in the Playgroup, 2 in CAP work and 6 in Office or Premises work. Excluding the Playgroup, there were approximately 8 whole time equivalents (2023: 8). There were no employees with emoluments above £60,000 (2023: none). Staff costs include £2,646 of termination benefits (2023: £17,696), which are recognised when legal agreement is reached.

5 GRANTS

Grants are disclosed in the analysis of the Mission Fund (note 6). Included in these figures were grants totalling £25,000 (2023: £29,500) made to 3 individuals (2023: 4) and £60,652 (2023: £64,483) made to 12 organisations (2023: 15).

6 Donations to Support Activities by Others

	2024 Designated £	2024 Restricted £	2024 Total £	2023 Total £
Local				
Oasis	-	-	-	92
B@titude	650	-	650	750
Leatherhead Youth Project	10,321	-	10,321	10,500
Anna Chaplaincy - Meeting Place	1,000	-	1,000	2,000
National & Overseas				
Baptist Missionary Society	1,800	-	1,800	2,000
South East Baptist Association	8,500	-	8,500	9,500
Cell UK	-	-	-	300
Whitmans	10,000	-	10,000	10,000
Tear Fund - General	1,800	-	1,800	2,000
Open Doors	1,800	-	1,800	2,000
Aprender	12,000	-	12,000	12,000
Slovenia - Cazars & Zoldos	6,000	-	6,000	6,000
CMS Brazil - D&S Brito Medeiros	9,000	-	9,000	9,000
Brazil trip	-	-	-	511
Send a Cow	-	941	941	1,596
Lebanon - ABTS	6,000	-	6,000	9,000
Lebanon Mission – Life Centre Church	14,693	-	14,693	6,000
Nepal - Becky Slade	-	-	-	4,500
Emerging Opportunities	1,147	-	1,147	6,234
Total expenditure	**84,711**	**941**	**85,652**	**93,983**

The activities supported in the above giving can be categorised as follows:

71% spreading the Christian message
14% improving education amongst poor worldwide
15% supporting social justice

7 TANGIBLE FIXED ASSETS

Tangible fixed assets – for use by the Church

	Fixtures & Equipment	Church manse	1 Nelson Cottages	Church premises	TOTAL
	£	£	£	£	£
Cost or valuation					
At 1 October 2023	73,332	710,000	516,438	3,693,970	4,993,740
Additions	16,957	-	79,109	-	96,066
Disposals	(6,078)	-	-	-	(6,078)
At 30 September 2024	84,211	710,000	595,547	3,693,970	5,083,728
Depreciation					
At 1 October 2023	67,671	-	-	702,703	770,374
Charge for the year	5,556	-	-	-	5,556
Eliminated on disposal	(6,078)	-	-	-	(6,078)
At 30 September 2024	67,149	-	-	702,703	769,852
Net Book Value					
At 30 September 2024	17,062	710,000	595,547	2,991,267	4,313,876
At 30 September 2023	5,661	710,000	516,438	2,991,267	4,223,366

Church manse
The Church manse (2 Durleston Park Drive, Bookham) was valued in November 1991 on its introduction to the accounts and was restated to fair value on transition to FRS 102 in October 2014 by the trustees, based on professional advice. This will be treated as deemed cost going forward. Title is held by The Baptist Union Corporation Limited, as trustee for Bookham Baptist Church.

Nelson Cottages
In May 2004, 89.05% of the property at 1, Nelson Cottages was purchased. This was restated to fair value on transition to FRS 102 in October 2014 by the trustees, based on professional advice. This will be treated as deemed cost going forward.

During the year the remaining 10.95% of the property was purchased from Rev'd Steve Elmes at the prevailing market value, on leaving his employment with the Church. The property is now 100% owned and title is held by The Baptist Union Corporation Limited, as trustee for Bookham Baptist Church.

Church premises
The Church premises are situated in Lower Road, Bookham. Title is held by The Baptist Union Corporation Limited, as trustee for Bookham Baptist Church.

8 DEBTORS

	2024	2023
	£	£
Income tax recoverable	12,614	10,566
Other debtors	7,140	14,998
	19,754	25,564

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Receipts in advance	8,080	-
Sundry creditors	14,433	38,309
Loans	71,495	-
	94,008	38,309

The loans are unsecured, interest free and repayable 10 years from the date loaned, or on demand with 30 days notice.

10 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total 2024 Funds
	£	£	£
Fixed assets	4,313,876	-	4,313,876
Current assets	306,901	25,112	332,013
Current liabilities	(94,008)	-	(94,008)
At 30 September 2024	4,526,769	25,112	4,551,881

	Unrestricted Funds	Restricted Funds	Total 2023 Funds
	£	£	£
Fixed assets	4,223,366	-	4,223,366
Current assets	250,497	31,091	281,588
Current liabilities	(38,309)	-	(38,309)
At 30 September 2023	4,435,554	31,091	4,466,645

11 FUND DETAILS

UNRESTRICTED FUNDS

	Balance at 1 October 2023	Income	Expenditure	Transfers	Balance at 30 September 2024
	£	£	£	£	£
General	194,118	615,287	(428,173)	(161,173)	220,059
Hardship	3,190	5,956	(614)	-	8,532
Premises	-	-	(19,048)	20,412	1,364
Mission	20,541	1,478	(84,711)	62,692	-
Building	2,991,267	-	-	-	2,991,267
Manse	710,000	-	-	-	710,000
Second Manse	516,438	-	-	79,109	595,547
	4,435,554	622,721	(532,546)	1,040	4,526,769

	Balance at 1 October 2022	Income	Expenditure	Transfers	Balance at 30 September 2023
	£	£	£	£	£
General	171,691	600,303	(451,698)	(126,178)	194,118
Hardship	-	-	-	3,190	3,190
Premises	-	790	(26,621)	25,831	-
Mission	20,541	3,002	(92,387)	89,385	20,541
Building	2,991,267	-	-	-	2,991,267
Manse	710,000	-	-	-	710,000
Second Manse	516,438	-	-	-	516,438
	4,409,937	604,095	(570,706)	(7,772)	4,435,554

RESTRICTED FUNDS

	Balance at 1 October 2023	Income	Expenditure	Transfers	Balance at 30 September 2024
	£	£	£	£	£
CAP	20,825	19,520	(28,724)	5,000	16,621
Mission	1,011	941	(941)	-	1,011
Other	9,255	14,446	(10,181)	(6,040)	7,480
	31,091	34,907	(39,846)	(1,040)	25,112

11 FUND DETAILS (continued)

	Balance at 1 October 2022	Income	Expenditure	Transfers	Balance at 30 September 2023
	£	£	£	£	£
CAP	10,199	33,024	(27,398)	5,000	20,825
Mission	1,000	1,607	(1,596)	-	1,011
Other	14,941	2,413	(10,871)	2,772	9,255
	26,140	37,044	(39,865)	7,772	31,091

Please see note 1(l) which gives further details of what each fund is for.

A transfer of £5,000 (2023: £5,000), made out of General Funds to the restricted CAP fund, represents the Church's donation to this activity each year. A transfer of £6,040 was made out of the Other restricted fund in respect of a drum kit and solar panels which were purchased and capitalised during the year.

12 OBLIGATIONS UNDER OPERATING LEASES

The total future minimum lease payments under non-cancellable operating leases are payable:

	2024	2023
	£	£
In the next year	5,041	7,796
In two to five years	6,238	11,291
	11,279	19,087

Lease payments of £10,442 (2023: £22,060) were recognised as an expense in the year.

13 RELATED PARTY TRANSACTIONS

During the year, these Trustees received the following remuneration:

	Rev'd Steve Elmes	Rev'd Caroline Oliveira	Rev'd Gill Hawkins
	£	£	£
Stipend	24,788	20,853	30,883
"Rent" / housing allowance	1,085	15,034	22,800
Employers NI	2,806	3,024	6,178
Employers pension	2,872	2,711	4,015
Utilities	1,588	2,448	3,272

Melanie Commandeur, the close family member of a trustee was paid a total of £6,167 remuneration in the year (2023: £nil).

During the year Rev'd Steve Elmes was provided with accommodation. Rev'd Caroline Oliveira and Rev'd Gill Hawkins were provided with a rent stipend.

Remuneration of a minority of trustees or people connected to them is allowed under the Constitution.

Total remuneration of Key Management Personnel, which comprises the total remuneration of the above Trustees plus Melanie Commandeur, amounted to £150,522 (2023: £160,369).

Four trustees (2023: four) received expenses totalling £2,713 (2023: £3,860) in respect of travel, subsistence, books and sundries. The trustees gave unrestricted donations totalling £51,091 (2023: £45,051) to the charity.

On leaving the employment of the Church at the end of March 2024, Rev'd Steve Elmes was paid £77,745 for his 10.95% share in 1 Nelson Cottages, based on the prevailing market value of the property.

There were no other related party transactions during the year.

14 PENSION COMMITMENTS AND OTHER POST-RETIREMENT BENEFITS

Defined contribution schemes

The Church makes contributions to defined contribution pension schemes. The assets of these schemes are held separately from those of the Church in independently administered funds. The pension cost and charge represents contributions payable by the Church to these funds and amounted to £14,751 (2023: £18,632).

BOOKHAM BAPTIST CHURCH

England & Wales - Charity number 1129903

Accounts

BOOKHAM BAPTIST CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2023

Charity Number: 1129903

BOOKHAM BAPTIST CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2023

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BOOKHAM BAPTIST CHURCH
REFERENCE AND ADMINISTRATIVE DETAILS

Ministry Team	Rev'd Stephen Elmes Rev'd Caroline Oliveira Rev'd Gillian Hawkins
Trustees	Rev'd Stephen Elmes Rev'd Caroline Oliveira Rev'd Gillian Hawkins Mr Matthew Downey Dr Daniel Commandeur (appointed 16 November 2022) Mrs Frances Pyatt Mr Malcolm Pymm (resigned 15 March 2023) Mr David Taggart (appointed 17 May 2023)
Charity number	1129903
Bank	CAF Bank Kings Hill West Malling Kent ME19 4TA Metro Bank Plc 1 Southampton Row London W1CB 5HA Nationwide Building Society Nationwide House Pipers Way Swindon SN38 1NW Kingdom Bank Ruddington Fields Business Park Mere Way Ruddington Nottingham NG11 6JS
Trustee for Bookham Baptist Church properties	The Baptist Union Corporation Ltd PO Box 44, 129 Broadway Didcot Oxon OX11 8RT
Auditor	Jacob, Cavenagh & Skeet 5 Robin Hood Lane Sutton SM1 2SW
Main address	Lower Road Great Bookham Leatherhead Surrey KT23 4DH
Key Management Personnel	All Trustees Ministry Team

General comments
The Autumn term (2022) included a half-night of prayer (10th October), the trialling of a new 'simpler' service for older folk, a visit from Dave Whitman, one of our International partners, and the start of a church-wide conversation relating to sexuality and faith (known as the Healthy Sexuality conversation). The latter continued through to the Spring and culminated in a church meeting at the end of March 2023, at which members voted on the ethos statement we had developed.

In January we had a leadership away day and another half night of prayer, and Caroline Oliveira returned to work following her maternity leave. This led on to a review of how the ministry team members shared the responsibilities of ministry, whilst Gill Hawkins took some holiday in Australia throughout February. On her return, role profiles were agreed subject to review in the summer (July).

In March, members voted on the Healthy Sexuality Paper (known now as our Ethos Statement) and this returned over 70% in favour of the approach. This led on to 14 members leaving, gradually over the rest of the church year, with a further 5 leaving for other reasons. During this period, we have welcomed 14 new members to the church.

Baptism services were held this year in April and June, baptising five people. Preparations were made to baptise another three people in early October and another five at the start of December.

Sadly two of our members died this year: Jeanne Flynn and Betty Henstridge.

In May Dave Taggart joined the leadership team as our treasurer and swiftly brought together a small finance team including our new finance manager and our church accountant. In the Summer term (2023) this team worked on tackling the gap between our income and expenditure, presenting a realistic budget at the September church meeting and calling on our members and regulars to consider raising their giving. This was very successful, raising our income for the new financial year (2023 to 2024) by the £31K needed plus another £12K.

In July (8th) we had an excellent leadership team away day led by Dave Benson from The London Institute for Contemporary Christianity focusing on the art of theological reflection - which we put into practice at our September away day.

In September we had two vision Sundays, led by Gill Hawkins and Steve Elmes, sharing our single vision priority for the year ahead:

Helping People Find Faith
The current term (Autumn 2023) has already seen some encouraging developments in our mid-week activities - including the community space and our regular activities for young children and their parents and carers - where we are seeking to create pathways to faith for those who come into our building.

The trustees' responsibilities
The 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 that the trustees must not approve the financial statements for each financial year unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure 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 business.

The trustees' responsibilities (continued)
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, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Structure, governance and management
The Church is an unincorporated association and is affiliated to the Baptist Union of Great Britain and Ireland and to the London Baptist Association. Properties owned by the Church are held on trust by the Baptist Union Corporation Limited.

Governing document
The trustees and church are governed by the "Constitution" and "Working Protocols" dated January 2009 and by the Trust Deed dated 24th June 1960. The church is a member of the Baptist Union of Great Britain.

Trustee election and training
Trustees comprise the Ministers (currently four) and the non-ministerial Trustees. Non-ministerial Trustees may be nominated by any six members of the church and are elected in accordance with the Constitution. New non-ministerial Trustees are expected to familiarise themselves with the guidance offered by the Charity Commission. The total number of non-ministerial Trustees is set from time to time at the Church Members meeting and is currently seven.

Key Management Personnel
The key management personnel of the charity as listed on page 1 are in charge of directing, controlling, running and operating the charity on a day-to-day basis. All non-ministerial Trustees give their time freely and none received any remuneration in the year. Details of Trustees' expenses and related party transactions are disclosed in Note 14 to the financial statements. The pay of the Ministers is reviewed from time to time based on increased responsibilities and commitments, changes to the hours worked, changes to the cost of living and other relevant factors.

Volunteers
The great majority of the work of the church relies on Church Members and other volunteers. This extends from some preaching to many areas of administration, from small group work to hospitality, from running our many activities to spiritual leadership.

Public benefit
The trustees have complied with their duty to have due regard to guidance published by the Charity Commission in respect of public benefit. The church provides a place of worship and worship services open to all together with marriages and funeral rituals. The church further provides premises for community use, a toddler group and a playgroup. It makes charitable grants to organisations for the disadvantaged and to advance education overseas.

Financial review
The results of the charity may be found on the Statement of Financial Activities. At the year end the church was in a strong position with £243,279 of net current assets. Income received in the year had increased by £64,823 compared to the previous year while expenditure had increased by £7,392. This resulted in the net income of £30,568 compared to net expenditure in the previous year of £26,863. Unrestricted funds stood at £4,435,554 (2022: £4,409,937) and restricted income funds were £31,091 (2022: £26,140).

Reserves policy
We aim to maintain free cash reserves equivalent to 3 months' budgeted expenditure. Unrestricted general funds, excluding fixed assets, at 30 September 2023 amounted to £188,457 (2022: £167,745), which represents 4 months budgeted expenditure.

Grant-making policy
For many years the charity has given grants to individuals and institutions in a variety of locations where there is a close connection with the membership. These are reviewed annually by the church meeting.

Fundraising policy
Other than publicly inviting an offering at every service, we do not engage in persistent fundraising or intrusive fundraising practices with any of our donors, including vulnerable people, and we never have private or coercive discussions with individuals about their giving. Our fundraising practices are ethical and in accordance with Biblical principles. No complaints were received about our fundraising practices.

Risk management policy
Risks related to the church's activities are carefully considered and action is taken to mitigate the potential loss or injury. The trustees have developed a comprehensive set of policies relating to the following areas of the church's activities:

a) Ministerial, Leadership and General Governance risks;
b) Operational risks;
c) Risks to children, young people and vulnerable adults;
d) Risks to volunteers;
e) Financial risks;
f) Overseas risks;

The Trustees have reviewed these areas of risk using the Charity Commission's template for risk assessments with regards to:

a) Identifying key risk areas.
b) Rating each risk based on its likelihood and impact severity (ratings - minimum 2, maximum 30).
c) Outline the controls required to mitigate the risks.
d) Identifying and measuring the retained risk.
e) Allocating responsibility and ownership of risk to specific Trustee.
f) Allocating a monitoring process for each Trustee and specifying the timing of reviews.

The Trustees have identified 10 principal risks and uncertainties facing the church with a gross risk rating of between 15 and 20. Their plan and strategies for managing these risks are contained in a risk register which is maintained by the Trustee allocated this responsibility. The risk register is reviewed regularly by the Leadership team and Trustees and regular reviews of specific risks are undertaken at the times specified in the risk register.

This report has been prepared in accordance with the Charities Act 2011, the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

FOR AND ON BEHALF OF THE TRUSTEES

Frances Pyatt
Chair of Trustees
20 March 2024

Opinion

We have audited the financial statements of Bookham Baptist Church (the "Charity") for the year ended 30 September 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 30 September 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the provisions available for small entities and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, including the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the trustees
As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements
We have been appointed as auditor under section 145 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charity, we identified that the principal risks of non-compliance with laws and regulations related to employment, financial reporting legislation and health and safety regulations and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by making enquiries of management, considering the internal controls in place and discussion amongst the engagement team.

We determined that the principal risks were related to management bias in accounting estimates, presentation of separately disclosed items and management override of controls.

Auditor's responsibilities for the audit of the financial statements (continued)
In response to the risks identified we designed procedures which included, but were not limited to challenging significant accounting estimates, agreeing financial statement disclosures to underlying supporting documentation, identifying and testing journal entries, reviewing Trustees' minutes and evaluating the charity's internal controls.

There are inherent limitations in the audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report
This report is made solely to the Charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Jacob, Cavenagh + Skeet

Jacob Cavenagh & Skeet
Statutory Auditor
Chartered Accountants
Date:

5 Robin Hood Lane
Sutton
Surrey
SM1 2SW

Jacob Cavenagh & Skeet is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

30 March 2024

BOOKHAM BAPTIST CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Income from:							
Donations and legacies	2a	466,782	34,631	501,413	449,082	16,594	465,676
Investments	2b	2,339	-	2,339	713	-	713
Charitable activities	2c	107,339	2,413	109,752	93,204	9,989	103,193
Other sources	2d	27,635	-	27,635	6,734	-	6,734
TOTAL INCOME		**604,095**	**37,044**	**641,139**	**549,733**	**26,583**	**576,316**
Expenditure on:							
Charitable activities	3	570,706	39,865	610,571	564,657	38,522	603,179
TOTAL EXPENDITURE		**570,706**	**39,865**	**610,571**	**564,657**	**38,522**	**603,179**
Net income/(expenditure) before transfers		**33,389**	**(2,821)**	**30,568**	**(14,924)**	**(11,939)**	**(26,863)**
Transfers between funds	12	(7,772)	7,772	-	(4,000)	4,000	-
NET MOVEMENT IN FUNDS		**25,617**	**4,951**	**30,568**	**(18,924)**	**(7,939)**	**(26,863)**
Balances brought forward at 1 October	1c	4,409,937	26,140	4,436,077	4,428,861	34,079	4,462,940
Balances carried forward at 30 September		**4,435,554**	**31,091**	**4,466,645**	**4,409,937**	**26,140**	**4,436,077**

BOOKHAM BAPTIST CHURCH
BALANCE SHEET
AS AT 30 SEPTEMBER 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible	7		4,223,366		4,221,651
Current assets					
Debtors	8	25,564		17,049	
Short term deposits		80,000		80,000	
Cash at bank and in hand		176,024		136,548	
		281,588		233,597	
Creditors					
Amounts falling due within one year	9	(38,309)		(19,171)	
Net current assets			243,279		214,426
Total assets less current liabilities			4,466,645		4,436,077
Provisions for liabilities and charges	10		-		-
Net assets	11		4,466,645		4,436,077
Represented by					
Unrestricted funds	12		4,435,554		4,409,937
Restricted funds	12		31,091		26,140
			4,466,645		4,436,077

Approved by the Trustees on 20 March 2024 and signed on their behalf by:

Frances Pyatt
Chair

BOOKHAM BAPTIST CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	2023		2022	
	£	£	£	£
Cash provided by/(used in) operating activities (see below)		41,744		(55,728)
Cash flows from investing activities				
Interest received	2,339		713	
Proceeds on sale of tangible fixed assets	-		750	
Payments to acquire tangible fixed assets	(4,607)		(1,497)	
Cash used in investing activities		(2,268)		(34)
Net cash inflow/(outflow)		39,476		(55,762)
Cash and cash equivalents at 1 October		216,548		272,310
Cash and cash equivalents at 30 September		256,024		216,548
Cash flows from operating activities				
Net income/(expenditure)		30,568		(26,863)
Interest received shown in investing activities		(2,339)		(713)
Depreciation		2,892		2,839
(Gain)/Loss on disposal of tangible fixed assets		-		216
(Increase)/decrease in debtors		(8,515)		4,668
Increase/(decrease) in creditors		19,138		(2,900)
Increase/(decrease) in provision		-		(32,975)
Cash provided by/(used in) operating activities		41,744		(55,728)

1 **Accounting Policies**

The Church is an unincorporated association and is affiliated to the Baptist Union of Great Britain and Ireland and to the London Baptist Association.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) **Basis of preparation**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Charities Act 2011, the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

The Church meets the definition of a public benefit entity under FRS 102. The accounts are prepared in pounds sterling rounded to the nearest pound.

b) **Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

c) **Fund Accounting**

The funds held by the Church are either:

- Unrestricted general funds – these are funds which can be used in accordance with the Church's objects at the discretion of the Trustees.
- Designated funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the Church. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

d) **Income**

Donations and other income (including legacies) are included in the Statement of Financial Activities (SOFA) when the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured.

e) **Freehold Property and Depreciation**

Freehold property is included at cost. Residential freehold property was restated to fair value on transition to FRS102, and this value is treated as deemed cost going forward. Freehold land is not depreciated. The Trustees adopt a policy of maintaining the Church Premises and residential buildings to a high standard which prolongs their useful lives and enhances their residual values and accordingly the Trustees consider any depreciation arising or accumulated depreciation to date to be insignificant and immaterial. The Church Premises were previously depreciated at the rate of 2% of cost straight line per annum until 2022.

f) **Plant and Equipment**

Depreciation has historically been calculated to write off the cost less estimated residual value of all plant and equipment over the following periods:

IT equipment	over 4 years
All other plant & equipment	over 5 years

1 **Accounting Policies (continued):**

g) **Taxation**
The Church is not liable for tax on its charitable activities.

h) **Operating Leases**
Rentals applicable to operating leases, where substantially all of the benefits and risk of ownership remain with the lessor, are charged against receipts as incurred.

i) **Pensions**
The church pays contributions to the Baptist Ministers Pension Trust Limited which is a defined benefits scheme. The Church also contributes to a Stakeholder scheme for its staff. Contributions were paid in the period in which they were due. Deficiency payments are also made into the earlier Baptist Ministers Defined Benefits Pension Scheme.

j) **Grants Paid**
Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the church.

k) **Expenditure**
All expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs are those costs associated with meeting the constitutional and statutory requirements of the charity and include accountants' fees and costs linked to the strategic management of the charity. These have been allocated directly to charitable expenditure.

l) **Funds**
Unrestricted
The GENERAL FUND balance consists of the net incoming or outgoing resources accumulated since the church's foundation. The balance at any one time is available to fund the activities of the church and carries no restrictions.

The HARDSHIP FUND consists of money given as donations to the Community Fridge. The trustees have set these aside to make discretionary payments to those in need.

The PREMISES FUND carries a balance set aside from the General Fund to meet the anticipated repair and maintenance costs of the church premises and also the manses. Such costs are charged to the fund in the year they arise.

The designated MISSION FUND is allocated each year a share of the unspecified general giving received by the church, and grants are made accordingly. Specific gifts are dealt with through the restricted MISSION FUND.

The BUILDING FUND represents the carrying value of the Church Premises.

The MANSE FUND represents the carrying value of the Church Manse.

The SECOND MANSE FUND represents the carrying value of the Second Manse.

Restricted
The CAP FUND represents the total of donations and gifts received, less expenses incurred, by the Mole Valley Branch of Christians Against Poverty, a registered charity. Bookham Baptist Church is the lead church operating the branch, which is not established as a separate legal entity, and is therefore deemed to be under the control of the Trustees as a restricted fund. The fund is administered separately from Christians Against Poverty.

1 **Accounting Policies (continued):**

l) **Funds (continued)**
Restricted (continued)
The OTHER FUND represents grants or gifts given by members and others for specific work or the purchase of specific items within the church activities. Detailed records of the activities of any individual fund reported under this category are maintained by the church Trustees.

m) **Debtors**
Grants receivable and other debtors are included at the settlement amount due. Prepayments are valued at the amount prepaid.

n) **Short-term deposits**
Short-term deposits include cash and short term highly liquid investments with a maturity of between three and twelve months from the date of the opening of the deposit.

o) **Cash at bank and in hand**
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of thr months or less from the date of the opening of the deposit.

p) **Creditors and provisions**
Creditors and provisions are recognised where the charity has a present obligation arising 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 recognised at their settlement amount. Provisions have been calculated at the best estimate of the settlement amount and then discounted back to present value at the reporting date.

q) **Financial instruments**
The charity only has financial assets and 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.

2 **INCOME FROM:**

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	2022 £
2a	**Donations and legacies**				
	Donations and Gifts				
	Planned giving: Gift Aid	178,972	-	178,972	198,165
	Income tax recoverable on Gift Aid	54,128	-	54,128	49,028
	Other giving	233,682	34,631	268,313	218,483
		466,782	**34,631**	**501,413**	**465,676**
2b	**Investments**				
	Bank interest	**2,339**	-	**2,339**	**713**
2c	**Charitable activities**				
	Playgroup income	100,142	378	100,520	89,510
	Other events and activities	7,197	2,035	9,232	13,683
		107,339	**2,413**	**109,752**	**103,193**
2d	**Other sources**				
	Rent	17,239	-	17,239	60
	Administrative income	10,396	-	10,396	6,674
		27,635	**-**	**27,635**	**6,734**
	TOTAL INCOME	**604,095**	**37,044**	**641,139**	**576,316**

3 EXPENDITURE ON:

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	2022 £
Charitable activities					
Grants made in furtherance of the Church's objectives					
Home and overseas mission	6	92,387	1,596	93,983	105,094
CAP		-	8,795	8,795	8,263
		92,387	**10,391**	**102,778**	**113,357**
Ministry costs					
Staff costs	4	256,450	18,986	275,436	279,286
Children and youth work		15,684	9,714	25,398	19,667
Other ministry costs		11,829	-	11,829	15,259
Playgroup costs incl.salaries		95,592	774	96,366	74,604
		379,555	**29,474**	**409,029**	**388,816**
Church and manse expenses					
Church running costs		15,996	-	15,996	15,913
Manse running costs		19,284	-	19,284	21,799
Repairs to premises		26,621	-	26,621	23,883
Office expenses		6,378	-	6,378	6,833
Governance costs: Audit fees		6,036	-	6,036	5,447
Governance costs: Accountancy fees		3,480	-	3,480	3,150
Other resources		18,077	-	18,077	21,142
Depreciation		2,892	-	2,892	2,839
		98,764	**-**	**98,764**	**101,006**
TOTAL EXPENDITURE		**570,706**	**39,865**	**610,571**	**603,179**

4 STAFF COSTS

	2023 £	2022 £
Salaries and stipends	184,087	211,814
Employer's National Insurance costs	12,752	14,180
Pension costs – defined contribution schemes	18,632	20,430
Operating costs and change in liability of defined benefit pension	12	(27,562)
"Rent" in lieu of manse provision	38,123	37,935
Other costs, including Time for God volunteer	3,327	4,867
CAP staff cost	18,503	17,622
	275,436	279,286
Playgroup salaries	88,298	67,515
Children's Centre staff costs	8,215	8,137
	371,949	354,938

The average number of employees during the year was 19 (2022: 21). Of this average, approximately 3 were in the Ministry Team, 7 in the Playgroup, 2 in CAP work and 7 in Office or Premises work. Excluding the Playgroup, there were approximately 8 whole time equivalents (2022: 8). There were no employees with emoluments above £60,000 (2022: none). Staff costs include £17,696 of termination benefits (2022: £15,000), which are recognised when legal agreement is reached.

5 GRANTS

Grants are disclosed in the analysis of the Mission Fund (note 6). Included in these figures were grants totalling £16,000 (2022: £23,115) made to 3 individuals (2022: 3) and £77,983 (2022: £81,979) made to 12 organisations (2022: 16).

6 Donations to Support Activities by Others

	2023 Designated £	2023 Restricted £	2023 Total £	2022 Total £
Local				
Oasis	92	-	92	-
B@titude	750	-	750	1,000
Leatherhead Youth Project	10,500	-	10,500	11,000
Anna Chaplaincy - Meeting Place	2,000	-	2,000	2,000
National & Overseas				
Baptist Missionary Society	2,000	-	2,000	2,000
South East Baptist Association	9,500	-	9,500	9,556
Cell UK	300	-	300	1,500
Whitmans	10,000	-	10,000	10,121
Tear Fund - General	2,000	-	2,000	4,500
Open Doors	2,000	-	2,000	2,000
Aprender	12,000	-	12,000	12,000
Slovenia - Cazars & Zoldos	6,000	-	6,000	6,000
CMS Brazil - D&S Brito Medeiros	9,000	-	9,000	9,024
Brazil trip	511	-	511	2,072
Send a Cow	1,596		1,596	1,270
Lebanon - ABTS	9,000	-	9,000	6,000
Lebanon Mission – Life Centre Church	6,000	-	6,000	6,000
Nepal - Becky Slade	4,500	-	4,500	12,994
Emerging Opportunities	6,234	-	6,234	6,057
Total expenditure	**93,983**	**-**	**93,983**	**105,094**

The activities supported in the above giving can be categorised as follows:

73% spreading the Christian message
11% improving education amongst poor worldwide
16% supporting social justice

7 TANGIBLE FIXED ASSETS

Tangible fixed assets – for use by the Church

	Fixtures & Equipment	Church Manse	1 Nelson Cottages	Church Premises	TOTAL
	£	£	£	£	£
Cost or valuation					
At 1 October 2022	68,725	710,000	516,438	3,693,970	4,989,133
Additions	4,607	-	-	-	4,607
Disposals	-	-	-	-	-
At 30 September 2023	73,332	710,000	516,438	3,693,970	4,993,740
Depreciation					
At 1 October 2022	64,779	-	-	702,703	767,482
Charge for the year	2,892	-	-	-	2,892
Eliminated on disposal	-	-	-	-	-
At 30 September 2023	67,671	-	-	702,703	770,374
Net Book Value					
At 30 September 2023	5,661	710,000	516,438	2,991,267	4,223,366
At 30 September 2022	3,946	710,000	516,438	2,991,267	4,221,651

The Church Manse (2 Durleston Park Drive, Bookham) was valued in November 1991 on its introduction to the accounts and was restated to fair value on transition to FRS 102 in October 2014 by the trustees, based on professional advice. This will be treated as deemed cost going forward. It is held by The Baptist Union Corporation Limited, as trustee for Bookham Baptist Church.

The property at 1, Nelson Cottages was purchased in May 2004 and was restated to fair value on transition to FRS 102 in October 2014 by the trustees, based on professional advice. This will be treated as deemed cost going forward. The value above represents the 325/365th share of the property held by The Baptist Union Corporation Limited, as trustee for Bookham Baptist Church.

The Church premises are situated in Lower Road, Bookham. It is held by The Baptist Union Corporation Limited, as trustees for Bookham Baptist Church.

8 DEBTORS

	2023	2022
	£	£
Income tax recoverable	10,566	11,131
Other debtors	14,998	5,918
	25,564	17,049

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Receipts in advance	-	5,298
Sundry creditors	38,309	13,873
	38,309	19,171

10 PROVISION FOR LIABILITIES AND CHARGES

	2023	2022
	£	£
Liability at 1 October	-	32,975
Deficiency contributions paid in year	-	(5,413)
Charge for the year	-	(27,562)
Liability at 30 September	-	-

The provision relates to deficit contributions due to the Baptist Pension Scheme (see note 15).

11 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total 2023 Funds
	£	£	£
Fixed assets	4,223,366	-	4,223,366
Current assets	250,497	31,091	281,588
Current liabilities	(38,309)	-	(38,309)
At 30 September 2023	4,435,554	31,091	4,466,645

	Unrestricted Funds	Restricted Funds	Total 2022 Funds
	£	£	£
Fixed assets	4,221,651	-	4,221,651
Current assets	207,457	26,140	233,597
Current liabilities	(19,171)	-	(19,171)
At 30 September 2022	4,409,937	26,140	4,436,077

12 FUND DETAILS

UNRESTRICTED FUNDS

	Balance at 1 October 2022	Income	Expenditure	Transfers	Balance at 30 September 2023
	£	£	£	£	£
General	171,691	600,303	(451,698)	(126,178)	194,118
Hardship	-	-	-	3,190	3,190
Premises	-	790	(26,621)	25,831	-
Mission	20,541	3,002	(92,387)	89,385	20,541
Building	2,991,267	-	-	-	2,991,267
Manse	710,000	-	-	-	710,000
Second Manse	516,438	-	-	-	516,438
	4,409,937	604,095	(570,706)	(7,772)	4,435,554

	Balance at 1 October 2021	Income	Expenditure	Transfers	Balance at 30 September 2022
	£	£	£	£	£
General	190,591	549,333	(436,950)	(131,283)	171,691
Premises	-	400	(23,883)	23,483	-
Mission	20,565	-	(103,824)	103,800	20,541
Building	2,991,267	-	-	-	2,991,267
Manse	710,000	-	-	-	710,000
Second Manse	516,438	-	-	-	516,438
	4,428,861	549,733	(564,657)	(4,000)	4,409,937

RESTRICTED FUNDS

	Balance at 1 October 2022	Income	Expenditure	Transfers	Balance at 30 September 2023
	£	£	£	£	£
CAP	10,199	33,024	(27,398)	5,000	20,825
Mission	1,000	1,607	(1,596)	-	1,011
Other	14,941	2,413	(10,871)	2,772	9,255
	26,140	37,044	(39,865)	7,772	31,091

	Balance at 1 October 2021	Income	Expenditure	Transfers	Balance at 30 September 2022
	£	£	£	£	£
CAP	16,804	15,324	(25,929)	4,000	10,199
Mission	1,000	1,270	(1,270)	-	1,000
Other	16,275	9,989	(11,323)	-	14,941
	34,079	26,583	(38,522)	4,000	26,140

12 FUND DETAILS (continued)

Please see note 1(l) which gives further details of what each fund is for.

A transfer of £5,000 (2022: £4,000), made out of General Funds to the restricted CAP fund, represents the Church's donation to this activity each year. A transfer of £2,772 was made out of General Funds to the restricted Other fund to correct misallocations of donations to the children's centre last year.

13 OBLIGATIONS UNDER OPERATING LEASES

The total future minimum lease payments under non-cancellable operating leases are payable:

	2023	2022
	£	£
In the next year	7,796	7,001
In two to five years	11,291	15,059
	19,087	22,060

Lease payments of £22,060 (2022: £19,678) were recognised as an expense in the year.

14 RELATED PARTY TRANSACTIONS

During the year, these Trustees received the following remuneration:

	Rev'd Steve Elmes	Rev'd Caroline Oliveira	Rev'd Gill Hawkins
	£	£	£
Stipend	43,425	16,702	29,133
"Rent" in lieu of manse provision	2,170	13,153	22,800
Proportion of manse owned by church	89%	0%	0%
Social Security	4,799	1,113	5,981
Pension	5,518	2,730	3,787
Utilities	3,141	2,626	3,291

Remuneration of a minority of trustees or people connected to them is allowed under the Constitution. During the year Rev'd Steve Elmes was provided with accommodation. Rev'd Caroline Oliveira and Rev'd Gill Hawkins were provided with a rent stipend. Total remuneration of Key Management Personnel, which comprises the total remuneration of the above Trustees, amounted to £160,369 (2022: £206,117).

Four trustees (2022: four) received expenses totalling £3,860 (2022: £2,360) in respect of travel, subsistence, books and sundries. The trustees gave unrestricted donations totalling £45,051 (2022: £48,498) to the charity.

Grants were given to the following charities registered in England and Wales:

- Aprender of £12,000 (2022: £12,000). The husband of one of the trustees, Rev'd Gill Hawkins, works for this charity.
- B@titude of £750 (2022: £1,000). One of the trustees, Rev Caroline Oliveira, is also a trustee of this charity.

15 PENSION COMMITMENTS AND OTHER POST-RETIREMENT BENEFITS

Defined benefit scheme

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 Broadstone Corporate Benefits Ltd. 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 if 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 Limited.

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 Ministers are eligible to join the Scheme.

Actuarial valuation 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 valuations were as follows:

RPI price inflation assumption	3.20% pa
CPI price inflation assumption	2.70% pa
Minimum Pensionable Income increases (CPI plus 0.5% pa)	3.20% pa
Assumed investment returns	
- Pre-retirement	2.95% pa
- Post retirement	1.70% pa
Deferred pension increases	
- Pre April 2009	3.20% pa
- Post April 2009	2.50% pa
Pension increases	
- Main Scheme pension	2.70% pa

Post–retirement mortality in accordance with 80% of the S3NFA and S3NMA tables, with allowance for future improvements in mortality rates from 2013 in line with the CMI 2019 core projections, with a long term annual rate of improvement of 1.75% for males and 1.5% 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.

15 PENSION COMMITMENTS AND OTHER POST-RETIREMENT BENEFITS (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. Following the 2019 valuation a Recovery Plan was signed in September 2020 under which deficiency contributions are payable until June 2026. These contributions were broadly based on each employer's membership at 31 December 2014 and increase annually in line with increases to Minimum Pensionable Income as defined in the Rules.

On 30th June 2022 the Baptist Pension Scheme signed an agreement with the insurance company Just Group ("Just") to secure DB Plan members' pension benefits. Just are now providing financial backing for all pensions provided through the Scheme's DB Plan and following this transaction, the Scheme no longer has a shortfall. An updated Recovery plan was then signed in August 2022 under which recovery contributions from each participating employer in the DB Plan reduced to £1 per month from August 2022.

Defined contribution schemes

The Church also makes contributions to defined contribution pension schemes. The assets of these schemes are held separately from those of the Church in independently administered funds. The pension cost and charge represents contributions payable by the Church to these funds and amounted to £18,632 (2022: £20,430).

BOOKHAM BAPTIST CHURCH

England & Wales - Charity number 1129903

Accounts

BOOKHAM BAPTIST CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2022

Charity Number: 1129903

BOOKHAM BAPTIST CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2022

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BOOKHAM BAPTIST CHURCH
REFERENCE AND ADMINISTRATIVE DETAILS

Ministry Team	Rev'd Stephen Elmes Rev'd Robert Stevens Rev'd Caroline Oliveira Rev'd Gillian Hawkins
Trustees	Rev'd Stephen Elmes Rev'd Robert Stevens – Resigned 31 August 2022 Rev'd Caroline Oliveira Rev'd Gillian Hawkins Mr Peter Bottomley – Resigned 20 July 2022 Mrs Rachel Casey – Resigned 7 February 2022 Mr Matthew Downey – Appointed 16 March 2022 Dr Daniel Commandeur – Appointed 16 November 2022 Mrs Elizabeth Featherstone – Resigned 19 January 2022 Mrs Frances Pyatt Mr Malcolm Pymm
Charity number	1129903
Bank	CAF Bank Kings Hill West Malling Kent ME19 4TA Metro Bank Plc 1 Southampton Row London W1CB 5HA Nationwide Building Society Nationwide House Pipers Way Swindon SN38 1NW Kingdom Bank Ruddington Fields Business Park Mere Way Ruddington Nottingham NG11 6JS
Trustee for Bookham Baptist Church properties	The Baptist Union Corporation Ltd PO Box 44, 129 Broadway Didcot Oxon OX11 8RT
Auditor	Jacob, Cavenagh & Skeet 5 Robin Hood Lane Sutton SM1 2SW
Main address	Lower Road Great Bookham Leatherhead Surrey KT23 4DH
Key Management Personnel	All Trustees Ministry Team

General comments

In the first quarter of the year, we were joined by S-P O'Mahony as our new Operations Manager, following a few months when Revd Rob Stevens admirably held this position for a short interim period. S-P stayed with us only nine-months, as he and his family received a call to return to Romania earlier than they had anticipated. These nine-months were a great gift to us, as S-P did some significant work, helping us to develop our leadership team, relationally and organisationally – including the production of a Leadership Team Handbook that sets out agreed processes for vision outworking and good governance. One of S-P's last tasks was to help us recruit his successor, Tristan Watson, who came into his post in October 2022.

The Leadership Team has travelled well together this year and now has a full complement – with Dan Commandeur joining the team.

One of the challenges this year has been to rebuild our congregational life – with families in particular slow to return and volunteers often thin on the ground. Nonetheless, our Sunday congregations have been gradually restoring (including our two partner congregations). An interesting development is the burgeoning of the6ix with strong attendance of 45 to 50 people each week with multiple generations worshipping together (from teenagers to retired folk). In effect, our two services at Lower Road are balancing out. We've also welcomed a good number of newcomers, to our services, particularly in recent months, which is encouraging.

Our small groups have continued to provide a nurturing and encouraging context for most of our members and regulars to grow in their faith and engage confidently in Christ's mission.

Our various teams have been working hard, working out our vision of growing fruitful followers of Jesus.

Our children's centre has seen a rise in the number of families joining in activities and accessing services and help; while our pre-school has continued to serve the families with young children consistently and with excellence.

On Saturday mornings, our partnership with 'The Meeting Place' has opened a space for Ukrainian refugees and their host families to meet and support one another; while the Community Fridge (also a partnership activity) continues to serve an increasing number of families feeling the effects of the cost-of-living crisis.

We have been challenged this year by the need/opportunity to strengthen the connections between our church community and the many people who are coming into our building, and to work on those stepping stones to faith and Christian community.

Rising to this challenge will be helped by working on four priorities that have come clear for the new church year (2022/23):

Confident Discipleship – enabling all to overcome fear and live their faith confidently
All the Gifts – growing an inclusive worshipping community where all our gifts are in play
Children & Youth – investing in the discipleship of our children and youth
Confidence in Mission – resourcing and enabling our folk to take part in the Christ's mission, locally, internationally and on their frontlines.

The trustees' responsibilities

The 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 that the trustees must not approve the financial statements for each financial year unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure 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;

The trustees' responsibilities (continued)

- 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 business

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, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Structure, governance and management

The Church is an unincorporated association and is affiliated to the Baptist Union of Great Britain and Ireland and to the London Baptist Association. Properties owned by the Church are held on Trust by The Baptist Union Corporation Ltd.

Governing document

The trustees and church are governed by the "Constitution" and "Working Protocols" dated January 2009 and by the Trust Deed dated 24th June 1960. The church is a member of the Baptist Union of Great Britain.

Trustee election and training

Trustees comprise the Ministers (currently four) and the non-ministerial Trustees. Non-ministerial Trustees may be nominated by any six members of the church and are elected in accordance with the Constitution. New non-ministerial Trustees are expected to familiarise themselves with the guidance offered by the Charity Commission. The total number of non-ministerial Trustees is set from time to time at the Church Members meeting and is currently seven.

Key Management Personnel

The key management personnel of the charity as listed on page 1 are in charge of directing, controlling, running and operating the charity on a day-to-day basis. All non-ministerial Trustees give their time freely and none received any remuneration in the year. Details of Trustees' expenses and related party transactions are disclosed in Note 14 to the financial statements. The pay of the Ministers is reviewed from time to time based on increased responsibilities and commitments, changes to the hours worked, changes to the cost of living and other relevant factors.

Volunteers

The great majority of the work of the church relies on Church Members and other volunteers. This extends from some preaching to many areas of administration, from small group work to hospitality, from running our many activities to spiritual leadership.

Public benefit

The trustees have complied with their duty to have due regard to guidance published by the Charity Commission in respect of public benefit. The church provides a place of worship and worship services open to all together with marriages and funeral rituals. The church further provides premises for community use, a toddler group and a playgroup. It makes charitable grants to organisations for the disadvantaged and to advance education overseas.

Financial review

The results of the charity may be found on the Statement of Financial Activities. At the year end the church was in a strong position with £214,426 of net current assets. Income received in the year had decreased by £27,518 compared to the previous year while expenditure had decreased by £54,446. Excluding the change in depreciation policy, expenditure decreased by £1,305. This resulted in the net expenditure of £26,863 compared to net expenditure in the previous year of £53,791. Unrestricted funds stood at £4,409,937 (2021: £4,428,861) and restricted income funds were £26,140 (2021: £34,079).

Reserves policy

We aim to maintain free cash reserves equivalent to 3 months' budgeted expenditure. Unrestricted general funds, excluding fixed assets, at 30 September 2022 amounted to £188,286 (2021: £204,902), which represents 4 months budgeted expenditure.

Grant-making policy

For many years the charity has given grants to individuals and institutions in a variety of locations where there is a close connection with the membership. These are reviewed annually by the church meeting.

Fundraising policy

Other than publicly inviting an offering at every service, we do not engage in persistent fundraising or intrusive fundraising practices with any of our donors, including vulnerable people, and we never have private or coercive discussions with individuals about their giving. Our fundraising practices are ethical and in accordance with Biblical principles. No complaints were received about our fundraising practices.

Risk management policy

Risks related to the church's activities are carefully considered and action is taken to mitigate the potential loss or injury. The trustees have developed a comprehensive set of policies relating to the following areas of the church's activities:

a) Ministerial, Leadership and General Governance risks;
b) Operational risks;
c) Risks to children, young people and vulnerable adults;
d) Risks to volunteers;
e) Financial risks;
f) Overseas risks;

The Trustees have reviewed these areas of risk using the Charity Commission's template for risk assessments with regards to:

a) Identifying key risk areas.
b) Rating each risk based on its likelihood and impact severity (ratings - minimum 2, maximum 30).
c) Outline the controls required to mitigate the risks.
d) Identifying and measuring the retained risk.
e) Allocating responsibility and ownership of risk to specific Trustee.
f) Allocating a monitoring process for each Trustee and specifying the timing of reviews.

The Trustees have identified 10 principal risks and uncertainties facing the church with a gross risk rating of between 15 and 20. Their plan and strategies for managing these risks are contained in a risk register which is maintained by the Trustee allocated this responsibility. The risk register is reviewed regularly by the Leadership team and Trustees and regular reviews of specific risks are undertaken at the times specified in the risk register.

This report has been prepared in accordance with the Charities Act 2011, the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

FOR AND ON BEHALF OF THE TRUSTEES



Frances Pyatt
Chair of Trustees
15 March 2023

Opinion

We have audited the financial statements of Bookham Baptist Church (the "Charity") for the year ended 30 September 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 30 September 2022 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the provisions available for small entities and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, including the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charity, we identified that the principal risks of non-compliance with laws and regulations related to employment, financial reporting legislation and health and safety regulations and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by making enquiries of management, considering the internal controls in place and discussion amongst the engagement team.

We determined that the principal risks were related to management bias in accounting estimates, presentation of separately disclosed items and management override of controls.

In response to the risks identified we designed procedures which included, but were not limited to challenging significant accounting estimates, agreeing financial statement disclosures to underlying supporting documentation, identifying and testing journal entries, reviewing Trustees' minutes and evaluating the charity's internal controls.

There are inherent limitations in the audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Jacob Cavenagh & Skeet
Statutory Auditor
Chartered Accountants
Date: 6 April 2023

Jacob, Cavenagh + Skeet

5 Robin Hood Lane
Sutton
Surrey
SM1 2SW

Jacob Cavenagh & Skeet is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BOOKHAM BAPTIST CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Income from:							
Donations and legacies	2a	449,082	16,594	465,676	466,714	15,065	481,779
Investments	2b	713	-	713	1,183	-	1,183
Charitable activities	2c	93,204	9,989	103,193	98,897	12,659	111,556
Other sources	2d	6,734	-	6,734	4,285	5,031	9,316
TOTAL INCOME		**549,733**	**26,583**	**576,316**	**571,079**	**32,755**	**603,834**
Expenditure on:							
Charitable activities	3	564,657	38,522	603,179	620,091	37,534	657,625
TOTAL EXPENDITURE		**564,657**	**38,522**	**603,179**	**620,091**	**37,534**	**657,625**
Net income/(expenditure) before transfers		**(14,924)**	**(11,939)**	**(26,863)**	**(49,012)**	**(4,779)**	**(53,791)**
Transfers between funds	12	(4,000)	4,000	-	(2,550)	2,550	-
Net movement in funds		**(18,924)**	**(7,939)**	**(26,863)**	**(51,562)**	**(2,229)**	**(53,791)**
Balances brought forward at 1 October 2021	1c	4,428,861	34,079	4,462,940	4,480,423	36,308	4,516,731
Balances carried forward at 30 September 2022		**4,409,937**	**26,140**	**4,436,077**	**4,428,861**	**34,079**	**4,462,940**

BOOKHAM BAPTIST CHURCH
BALANCE SHEET
AS AT 30 SEPTEMBER 2022

	Notes	2022		2021	
		£	£	£	£
Fixed Assets	7		4,221,651		4,223,959
Current assets					
Debtors	8	17,049		21,717	
Short term deposits		80,000		80,000	
Cash at bank and in hand		136,548		192,310	
		233,597		294,027	
Current liabilities					
Amounts falling due within one year	9	(19,171)		(22,071)	
Net current assets			214,426		271,956
Total assets less current liabilities			4,436,077		4,495,915
Provisions for liabilities and charges	10		-		(32,975)
Net assets	11		4,436,077		4,462,940
Represented by					
Unrestricted funds	12		4,409,937		4,428,861
Restricted funds	12		26,140		34,079
			4,436,077		4,462,940

Approved by the Trustees on 15 March 2023
and signed on their behalf by:

Frances Pyatt
Chairman



BOOKHAM BAPTIST CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	2022		2021	
	£	£	£	£
Cash (used in)/provided by operating activities (see below)		(55,728)		10,182
Cash flows from investing activities				
Interest received	713		1,183	
Proceeds on disposal	750		-	
Payments to acquire tangible fixed assets	(1,497)		(6,021)	
Cash used in investing activities		(34)		(4,838)
Net cash (outflow)/inflow		(55,762)		5,344
Cash and cash equivalents at 1 October 2021		272,310		266,966
Cash and cash equivalents at 30 September 2022		216,548		272,310
Cash flows from operating activities				
Net expenditure		(26,863)		(53,791)
Interest received shown in investing activities		(713)		(1,183)
Depreciation		2,839		59,120
Loss on disposal		216		-
Decrease in debtors		4,668		18,986
(Decrease) in creditors		(2,900)		(7,140)
(Decrease) in provision		(32,975)		(5,810)
Cash (used in)/provided by operating activities		(55,728)		10,182

1 **Accounting Policies**

The Church is an unincorporated association and is affiliated to the Baptist Union of Great Britain and Ireland and to the London Baptist Association.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) **Basis of preparation**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Charities Act 2011, the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

The Church meets the definition of a public benefit entity under FRS 102. The accounts are prepared in pounds sterling rounded to the nearest pound.

b) **Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

c) **Fund Accounting**

The funds held by the Church are either:

- Unrestricted general funds – these are funds which can be used in accordance with the Church's objects at the discretion of the Trustees.
- Designated funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the Church. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

d) **Income**

Donations and other income (including legacies) are included in the Statement of Financial Activities (SOFA) when the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured.
For JRS grant income, the income is recognised in the period to which the underlying furloughed staff costs relate to.

e) **Freehold Property and Depreciation**

Freehold property is included at cost. Residential freehold property was restated to fair value on transition to FRS102, and this value is treated as deemed cost going forward. Freehold land is not depreciated. The Trustees adopt a policy of maintaining the Church Premises and residential buildings to a high standard which prolongs their useful lives and enhances their residual values and accordingly the Trustees considers any depreciation arising or accumulated depreciation to date to be insignificant and immaterial. The Church Premises were previously depreciated at the rate of 2% of cost straight line per annum. This change in policy resulted in a reduction in depreciation of £53,141 this year.

f) **Plant and Equipment**

Depreciation has historically been calculated to write off the cost less estimated residual value of all plant and equipment by equal annual instalments over three years. The trustees reviewed the fixed asset register at the year end and found this rate was too high for the majority of assets purchased. They agreed to change the policy to:

IT equipment	over 4 years
All other plant & equipment	over 5 years

This has resulted in a decrease in the depreciation expense of £1,425 for this year.

1 **Accounting Policies (continued):**

g) **Taxation**
The Church is not liable for tax on its charitable activities.

h) **Operating Leases**
Rentals applicable to operating leases, where substantially all of the benefits and risk of ownership remain with the lessor, are charged against receipts as incurred.

i) **Pensions**
The church pays contributions to the Baptist Ministers Pension Trust Limited which is a defined benefits scheme. The Church also contributes to a Stakeholder scheme for its staff. Contributions were paid in the period in which they were due. Deficiency payments are also made into the earlier Baptist Ministers Defined Benefits Pension Scheme.

j) **Grants Paid**
Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the church.

k) **Expenditure**
All expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs are those costs associated with meeting the constitutional and statutory requirements of the charity and include accountants' fees and costs linked to the strategic management of the charity. These have been allocated directly to charitable expenditure.

l) **Funds**
The GENERAL FUND balance consists of the net incoming or outgoing resources accumulated since the church's foundation. The balance at any one time is available to fund the activities of the church and carries no restrictions.

The PREMISES FUND carries a balance set aside from the General Fund to meet the anticipated repair and maintenance costs of the church premises and also the manses. Such costs are charged to the fund in the year they arise.

The designated MISSION FUND is allocated each year a share of the unspecified general giving received by the church, and grants are made accordingly. Specific gifts are dealt with through the restricted MISSION FUND.

The BUILDING FUND represents the carrying value of the Church Premises.

The MANSE FUND represents the carrying value of the Church Manse.

The SECOND MANSE FUND represents the carrying value of the Second Manse.

The CAP FUND represents the total of donations and gifts received, less expenses incurred, by the Mole Valley Branch of Christians Against Poverty, a registered charity. Bookham Baptist Church is the lead church operating the branch, which is not established as a separate legal entity, and is therefore deemed to be under the control of the Trustees as a restricted fund. The fund is administered separately from Christians Against Poverty.

The OTHER FUND represents grants or gifts given by members and others for specific work or the purchase of specific items within the church activities. Detailed records of the activities of any individual fund reported under this category are maintained by the church Trustees.

1 **Accounting Policies (continued):**

m) **Debtors**
Grants receivable and other debtors are included at the settlement amount due. Prepayments are valued at the amount prepaid.

n) **Short-term deposits**
Short-term deposits include cash and short term highly liquid investments with a maturity of between three and twelve months from the date of the opening of the deposit.

o) **Cash at bank and in hand**
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of thr months or less from the date of the opening of the deposit.

p) **Creditors and provisions**
Creditors and provisions are recognised where the charity has a present obligation arising 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 recognised at their settlement amount. Provisions have been calculated at the best estimate of the settlement amount and then discounted back to present value at the reporting date.

q) **Financial instruments**
The charity only has financial assets and 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.

2 INCOME FROM:

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	2021 £
2a	**Donations and legacies**				
	Donations and Gifts				
	Planned giving: Gift Aid	198,165	-	198,165	212,767
	Income tax recoverable on Gift Aid	49,028	-	49,028	57,629
	Other giving	201,889	16,594	218,483	211,383
		449,082	**16,594**	**465,676**	**481,779**
2b	**Investments**				
	Bank interest	**713**	-	**713**	**1,183**
2c	**Charitable activities**				
	Playgroup income	87,021	2,489	89,510	98,935
	Other events and activities	6,183	7,500	13,683	12,621
		93,204	**9,989**	**103,193**	**111,556**
2d	**Other sources**				
	Rent	60	-	60	323
	Coronavirus Job Retention Scheme grant	-	-	-	6,271
	Other income	6,674	-	6,674	2,722
		6,734	**-**	**6,734**	**9,316**
	TOTAL INCOME	**549,733**	**26,583**	**576,316**	**603,834**

3 EXPENDITURE ON:

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	2021 £
Charitable activities					
Grants made in furtherance of the Church's objectives					
Home and overseas mission	6	103,824	1,270	105,094	97,233
CAP		-	8,263	8,263	8,705
		103,824	**9,533**	**113,357**	**105,938**
Ministry costs					
Staff costs	4	261,620	17,666	279,286	303,536
Children and youth work		10,725	8,942	19,667	15,187
Other ministry costs		15,259	-	15,259	14,118
Playgroup costs incl.salaries		72,223	2,381	74,604	75,523
		359,827	**28,989**	**388,816**	**408,364**
Church and manse expenses					
Church running costs		15,913	-	15,913	16,507
Manse running costs		21,799	-	21,799	23,474
Repairs to premises		23,883	-	23,883	10,215
Office expenses		6,833	-	6,833	8,157
Governance costs: Audit fees		5,447	-	5,447	4,692
Governance costs: Accountancy fees		3,150	-	3,150	3,000
Other resources		21,142	-	21,142	18,158
Depreciation		2,839	-	2,839	59,120
		101,006	**-**	**101,006**	**143,323**
TOTAL EXPENDITURE		**564,657**	**38,522**	**603,179**	**657,625**

4 STAFF COSTS

	2022 £	2021 £
Salaries and stipends	211,814	212,233
Employer's National Insurance costs	14,180	14,911
Pension costs – defined contribution schemes	20,430	19,393
Operating costs of defined benefit pension schemes	(27,562)	(200)
"Rent" in lieu of manse provision	37,935	35,597
Other costs, including Time for God volunteer	4,867	4,325
CAP staff cost	17,622	17,277
	279,286	303,536
Playgroup salaries	67,515	66,087
Children's Centre staff costs	8,137	7,344
	354,938	376,967

The average number of employees during the year was 21 (2021: 22). Of this average, approximately 2 were in the Ministry Team, 7 in the Playgroup, 2 in CAP work and 10 in Office or Premises work. Excluding the Playgroup, there were approximately 8 whole time equivalents (2021: 8). There were no employees with emoluments above £60,000 (2021: none).

Staff costs include £15,000 of termination benefits (2021: £nil), which are recognised when legal agreement is reached.

5 GRANTS

Grants are disclosed in the analysis of the Mission Fund (note 6). Included in these figures were grants totalling £23,115 (2021: £18,500) made to 3 individuals (2021: 2) and £81,979 (2021: £78,733) made to 16 organisations (2021: 13).

6 MISSION GIVING

	2022			
	Designated £	Restricted £	Total £	2021 £
Local				
B@atitude	1,000	-	1,000	1,500
Leatherhead Youth Project	11,000	-	11,000	10,333
Meeting Place	2,000	-	2,000	2,000
National & Overseas				
Baptist Missionary Society	2,000	-	2,000	4,000
South East Baptist Association	9,556	-	9,556	7,500
Cell UK	1,500	-	1,500	1,500
Whitmans	10,121	-	10,121	10,000
Tear Fund - General	4,500	-	4,500	2,000
Open Doors	2,000	-	2,000	2,000
Aprender	12,000	-	12,000	12,000
Slovenia - Cazars & Zoldos	6,000	-	6,000	8,500
CMS Brazil - D&S Brito Medeiros	9,024	-	9,024	9,000
Brazil trip	2,072	-	2,072	-
Lebanon - ABTS	6,000	-	6,000	8,000
Mutual Faith Church Beirut (Life Centre)	6,000	-	6,000	8,000
Nepal - R Slade	12,994	-	12,994	8,100
Send a Cow	-	1,270	1,270	-
Emerging Opportunities	6,057	-	6,057	2,800
Total expenditure	**103,824**	**1,270**	**105,094**	**97,233**

The activities supported in the above giving can be categorised as follows:

73% spreading the Christian message
11% improving education amongst poor worldwide
16% supporting social justice

7 TANGIBLE FIXED ASSETS

Tangible fixed assets – for use by the Church

	Fixtures & Equipment	Church Manse	1 Nelson Cottages	Church Premises	TOTAL
	£	£	£	£	£
Cost or valuation					
At 1 October 2021	72,625	710,000	516,438	3,693,970	4,993,033
Additions	1,497	-	-	-	1,497
Disposals	(5,397)	-	-	-	(5,397)
At 30 September 2022	68,725	710,000	516,438	3,693,970	4,989,133
Depreciation					
At 1 October 2021	66,371	-	-	702,703	769,074
Charge for the year	2,839	-	-	-	2,839
Eliminated on disposal	(4,431)	-	-	-	(4,431)
At 30 September 2022	64,779	-	-	702,703	767,482
Net Book Value					
At 30 September 2022	3,946	710,000	516,438	2,991,267	4,221,651
At 30 September 2021	6,254	710,000	516,438	2,991,267	4,223,959

The Church Manse (2 Durleston Park Drive, Bookham) was valued in November 1991 on its introduction to the accounts and was restated to fair value on transition to FRS 102 in October 2014 by the trustees, based on professional advice. This will be treated as deemed cost going forward. It is held by The Baptist Union Corporation Ltd., as Trustee for Bookham Baptist Church.

The property at 1, Nelson Cottages was purchased in May 2004 and was restated to fair value on transition to FRS 102 in October 2014 by the trustees, based on professional advice. This will be treated as deemed cost going forward. The value above represents the 325/365th share of the property held by The Baptist Union Corporation Ltd, as Trustee for Bookham Baptist Church.

The Church premises are situated in Lower Road, Bookham. It is held by The Baptist Union Corporation Ltd., as Trustee for Bookham Baptist Church.

8 DEBTORS

	2022	2021
	£	£
Income tax recoverable	11,131	13,043
Other debtors	5,918	8,674
	17,049	21,717

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Receipts in advance	5,298	5,326
Sundry creditors	13,873	16,745
	19,171	22,071

10 PROVISION FOR LIABILITIES AND CHARGES

	2022	2021
	£	£
Liability at 1 October	32,975	38,785
Deficiency contributions paid in year	(5,413)	(5,610)
Charge for the year	(27,562)	(200)
Liability at 30 September	-	32,975

The provision relates to deficit contributions due to the Baptist Pension Scheme (see note 15).

11 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed assets	4,221,651	-	4,221,651
Current assets	207,457	26,140	233,597
Current liabilities	(19,171)	-	(19,171)
At 30 September 2022	4,409,937	26,140	4,436,077

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed assets	4,223,959	-	4,223,959
Current assets	259,948	34,079	294,027
Current liabilities	(22,071)	-	(22,071)
Liabilities due in more than one year	(32,975)	-	(32,975)
At 30 September 2021	4,428,861	34,079	4,462,940

12 FUND DETAILS

UNRESTRICTED FUNDS

	Balance at 1 October 2021	Income	Expenditure	Transfers	Balance at 30 September 2022
	£	£	£	£	£
General	190,591	549,333	(436,950)	(131,283)	171,691
Premises	-	400	(23,883)	23,483	-
Mission	20,565	-	(103,824)	103,800	20,541
Building	2,991,267	-	-	-	2,991,267
Manse	710,000	-	-	-	710,000
Second Manse	516,438	-	-	-	516,438
	4,428,861	549,733	(564,657)	(4,000)	4,409,937

	Balance at 1 October 2020	Income	Expenditure	Transfers	Balance at 30 September 2021
	£	£	£	£	£
General	194,579	569,879	(459,502)	(114,365)	190,591
Premises	-	1,200	(10,215)	9,015	-
Mission	14,998	-	(97,233)	102,800	20,565
Building	3,044,408	-	(53,141)	-	2,991,267
Manse	710,000	-	-	-	710,000
Second Manse	516,438	-	-	-	516,438
	4,480,423	571,079	(620,091)	(2,550)	4,428,861

RESTRICTED FUNDS

	Balance at 1 October 2021	Income	Expenditure	Transfers	Balance at 30 September 2022
	£	£	£	£	£
CAP	16,804	15,324	(25,929)	4,000	10,199
Mission	1,000	1,270	(1,270)	-	1,000
Other	16,275	9,989	(11,323)	-	14,941
	34,079	26,583	(38,522)	4,000	26,140

	Balance at 1 October 2020	Income	Expenditure	Transfers	Balance at 30 September 2021
	£	£	£	£	£
CAP	18,736	20,076	(26,008)	4,000	16,804
Mission	1,000	-	-	-	1,000
Other	16,572	12,679	(11,526)	(1,450)	16,275
	36,308	32,755	(37,534)	2,550	34,079

Please see note 1(I) which gives further details of what each fund is for.
A transfer of £4,000, made out of General Funds to the restricted CAP fund, represents the Church's donation to this activity each year. Last year a transfer of £1,450 was made out of the Other restricted fund as an administration charge for managing the Community Fund.

13 OBLIGATIONS UNDER OPERATING LEASES

The total future minimum lease payments under non-cancellable operating leases are payable:

	2022	2021
	£	£
In the next year	7,001	9,300
In two to five years	15,059	7,707
	22,060	17,007

Lease payments of £19,678 (2021: £14,282) were recognised as an expense in the year.

14 RELATED PARTY TRANSACTIONS

During the year, these Trustees received the following remuneration:

	Rev'd Steve Elmes	Rev'd Robert Stevens	Rev'd Caroline Oliveira	Rev'd Gill Hawkins
	£	£	£	£
Stipend	41,361	41,069	16,531	23,343
"Rent" in lieu of manse provision	2,566	-	16,188	19,181
Proportion of manse owned by church	89%	100%	0%	0%
Social Security	4,698	3,488	1,945	4,890
Pension	5,269	4,552	3,085	3,035
Utilities	3,724	5,057	2,419	3,714

Remuneration of a minority of trustees or people connected to them is allowed under the Constitution. During the year Rev'd Steve Elmes and Rev'd Robert Stevens were provided with accommodation. Rev'd Caroline Oliveira and Rev'd Gill Hawkins were provided with a rent stipend.

Total remuneration of Key Management Personnel, which comprises the total remuneration of the above Trustees, amounted to £206,117 (2021: £192,604).

In addition, four trustees (2021: four) received expenses totalling £2,360 (2021: £1,318) in respect of travel, subsistence, books and sundries.

The trustees gave unrestricted donations totalling £48,498 (2021: £34,975) to the charity.

Grants were given to the following charities registered in England and Wales:

- Leatherhead Youth Project of £11,000 (2021: £10,333). One of the trustees, Rev'd Robert Stevens, is also a trustee of this charity.
- Aprender of £12,000 (2021: £12,000). The husband of one of the trustees, Rev'd Gill Hawkins, works for this charity.
- South East Baptist Association of £9,556 (2021: £7,500). One of the trustees, Rev'd Robert Stevens, is also a trustee of this charity.
- B@titude of £1,000 (2021: £1,500). One of the trustees, Rev Caroline Oliveira, is also a trustee of this charity.
- Medair UK of £nil (2021: £1,300). The husband of one of the trustees, Rachel Casey, is the Chief Executive Officer of this charity.
- The Meeting Place Bookham of £2,000 (2021: £2,000). The wife of one of the trustees, Peter Bottomley, is also a trustee of this charity.

15 PENSION COMMITMENTS AND OTHER POST-RETIREMENT BENEFITS

Defined benefit scheme

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 Broadstone Corporate Benefits Ltd. 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 if 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 Limited.

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 Ministers are eligible to join the Scheme.

Actuarial valuation 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 valuations were as follows:

RPI price inflation assumption	3.20% pa
CPI price inflation assumption	2.70% pa
Minimum Pensionable Income increases (CPI plus 0.5% pa)	3.20% pa
Assumed investment returns	
- Pre-retirement	2.95% pa
- Post retirement	1.70% pa
Deferred pension increases	
- Pre April 2009	3.20% pa
- Post April 2009	2.50% pa
Pension increases	
- Main Scheme pension	2.70% pa

Post–retirement mortality in accordance with 80% of the S3NFA and S3NMA tables, with allowance for future improvements in mortality rates from 2013 in line with the CMI 2019 core projections, with a long term annual rate of improvement of 1.75% for males and 1.5% 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.

15 PENSION COMMITMENTS AND OTHER POST-RETIREMENT BENEFITS (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. Following the 2019 valuation a Recovery Plan was signed in September 2020 under which deficiency contributions are payable until June 2026. These contributions were broadly based on each employer's membership at 31 December 2014 and increase annually in line with increases to Minimum Pensionable Income as defined in the Rules.

On 30th June 2022 the Baptist Pension Scheme signed an agreement with the insurance company Just Group ("Just") to secure DB Plan members' pension benefits. Just are now providing financial backing for all pensions provided through the Scheme's DB Plan and following this transaction, the Scheme no longer has a shortfall. An updated Recovery plan was then signed in August 2022 under which recovery contributions from each participating employer in the DB Plan reduced to £1 per month from August 2022.

Defined contribution schemes

The Church also makes contributions to defined contribution pension schemes. The assets of these schemes are held separately from those of the Church in independently administered funds. The pension cost and charge represents contributions payable by the Church to these funds and amounted to £20,430 (2021: £19,393).

BOOKHAM BAPTIST CHURCH

England & Wales - Charity number 1129903

Accounts

BOOKHAM BAPTIST CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2021

Charity Number: 1129903

BOOKHAM BAPTIST CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2021

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BOOKHAM BAPTIST CHURCH
REFERENCE AND ADMINISTRATIVE DETAILS

Ministry Team	Rev'd Stephen Elmes Rev'd Robert Stevens Rev'd Caroline Oliveira Rev'd Gillian Hawkins
Trustees	Rev'd Stephen Elmes Rev'd Robert Stevens Rev'd Caroline Oliveira Rev'd Gillian Hawkins Mr Peter Bottomley Mrs Rachel Casey Mrs Elizabeth Featherstone Mrs Frances Pyatt Mr Malcolm Pymm Mr Neil Walker – Resigned 26 November 2020 Mr Nicholas Wrobel – Resigned 31 December 2020
Charity number	1129903
Bank	CAF Bank Kings Hill West Malling Kent ME19 4TA Metro Bank Plc 1 Southampton Row London W1CB 5HA Nationwide Building Society Nationwide House Pipers Way Swindon SN38 1NW Kingdom Bank Ruddington Fields Business Park Mere Way Ruddington Nottingham NG11 6JS
Trustee for Bookham Baptist Church	The Baptist Union Corporation Ltd PO Box 44, 129 Broadway Didcot Oxon OX11 8RT
Auditor	Jacob, Cavenagh & Skeet 5 Robin Hood Lane Sutton SM1 2SW
Main address	Lower Road Great Bookham Leatherhead Surrey KT23 4DH
Key Management Personnel	All Trustees Ministry Team

General comments

The financial year 2020/21 was preceded by a summer that anticipated the Covid pandemic as being shortlived. Unfortunately, due to the rise of Covid cases during the Autumn and a much-restricted Christmas period, we had to move from the envisaged in-person services to a reliance on live-streaming for the most part. We are glad to report that the result was a strong engagement with our Christmas services nonetheless, especially our carol service which was superbly produced by our media team and viewed by over a thousand people.

Moving into the New Year it was becoming clearer that our journey out of the pandemic was much slower than we imagined. It has been a long and wearying road for us all. Yet, we have seen a wonderful engagement with our local community through our playgroup (Rainbow) and our Children's Centre, which has provided much needed services for local families, and the engagement of some of our members in the ongoing ministry of the community fridge. Our children and youth work has continued faithfully, moving in the more recent months to in-person activities where and when possible. And our work among the elderly has recommenced in a new format that prioritises friendship and accessibility to newcomers, working ecumenically.

Our three priorities for the year have provided much needed focus for caring for our church community while keeping our mission in view.

The first of these was to regather our folk in public worship – to help people move from accessing our services online to physical gatherings, recognising that this would be more difficult for some than others.

The second of our priorities was to look after our small groups and their leaders and to deepen them spiritually and relationally. The ongoing work of the Small Group Resource Team has been sterling in supporting leaders, and our groups have continued to provide a safe, supportive environment for many during these challenging months. A very well attended course was run online entitled 'Getting Along', all about building healthy relationships and tackling tensions and conflict. Similarly, a course was run online for couples looking to care for and enrich their relationships (The Marriage Course), which was accessed by people in our church and in the wider community.

The third of our priorities was to strengthen our engagement in Christ's mission. The Local Mission Resource Team reviewed how our various activities might work together more effectively in enabling people to journey into faith and discipleship. This was done, of course, at a time when many of our usual activities were on pause or needing to take new shape. However, the LMRT did manage to produce an eighteen-month plan for the Leadership Team that set out a sequence of courses and events to serve people at different stages of their faith journey.

During the summer and into the autumn we have seen a steady return to physical gathered worship while keeping people connected (online) who are not yet able or ready to come into the building. The 10.30 service, the6ix and the Gathering (our mission partners) are all doing well, observing safety requirements while holding out a winsome welcome back. At the same time, we have been developing our online services – including our 'Starter for 10', a short programme at 10 am that begins with a conversation around a question or issue and gives a five-minute introduction to the sermon that will be preached later in the service, aimed at seekers but welcoming all.

Some of our staff have moved on this year. These include our Operations Manager, our Communications Administrator and one of our Welcome Team (reception). We are very grateful for all their good work. All these positions have been successfully filled.

This year we have seen clearly the importance of friendship – with God and with each other. In the new year we are going to put an emphasis here: on growing in friendship as the soil of our formation as a community seeking God's Kingdom. In short, we will give ourselves to friendship, formation & fruitfulness.

Our text for 2022 is taken from Paul's letter to the Philippians, expressing trust in God's good work in us and his commitment to bring us home:

Being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus (Philippians 1: 6).

The trustees' responsibilities

The 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 that the trustees must not approve the financial statements for each financial year unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure 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 business

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, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Structure, governance and management

The Church is an unincorporated association and is affiliated to the Baptist Union of Great Britain and Ireland and to the London Baptist Association. The Church occupies premises which are held by the London Baptist Property Board, on Trust.

Governing document

The trustees and church are governed by the "Constitution" and "Working Protocols" dated January 2009 and by the Trust Deed dated 24th June 1960. The church is a member of the Baptist Union of Great Britain.

Trustee election and training

Trustees comprise the Ministers (currently four) and the non-ministerial Trustees. Non-ministerial Trustees may be nominated by any six members of the church and are elected in accordance with the Constitution. New non-ministerial Trustees are expected to familiarise themselves with the guidance offered by the Charity Commission. The total number of non-ministerial Trustees is set from time to time at the Church Members meeting and is currently seven.

Key Management Personnel

The key management personnel of the charity as listed on page 1 are in charge of directing, controlling, running and operating the charity on a day-to-day basis. All non-ministerial Trustees give their time freely and none received any remuneration in the year. Details of Trustees' expenses and related party transactions are disclosed in Note 14 to the financial statements. The pay of the Ministers is reviewed from time to time based on increased responsibilities and commitments, changes to the hours worked, changes to the cost of living and other relevant factors.

Volunteers

The great majority of the work of the church relies on Church Members and other volunteers. This extends from some preaching to many areas of administration, from small group work to hospitality, from running our many activities to spiritual leadership.

Public benefit

The trustees have complied with their duty to have due regard to guidance published by the Charity Commission in respect of public benefit. The church provides a place of worship and worship services open to all together with marriages and funeral rituals. The church further provides premises for community use, a toddler group and a playgroup. It makes charitable grants to organisations for the disadvantaged and to advance education overseas.

Financial review

The results of the charity may be found on the Statement of Financial Activities. At the year end the church was in a strong position with £271,956 of net current assets. Income received in the year had increased by £18,176 compared to the previous year while expenditure had increased by £26,240 resulting in the net expenditure of £53,791 compared to net expenditure in the previous year of £45,727. Designated unrestricted funds stood at £4,238,270 (2020: £4,285,844) and restricted income funds were £34,079 (2020: £36,308).

Reserves policy

We aim to maintain free cash reserves equivalent to 3 months' budgeted expenditure. Unrestricted general funds, excluding property, at 30 September 2021 amounted to £190,591 (2020: £194,579), which represents 4 months budgeted expenditure.

Grant-making policy

For many years the charity has given grants to individuals and institutions in a variety of locations where there is a close connection with the membership. These are reviewed annually by the church meeting.

Fundraising policy

Other than publicly inviting an offering at every service, we do not engage in persistent fundraising or intrusive fundraising practices with any of our donors, including vulnerable people, and we never have private or coercive discussions with individuals about their giving. Our fundraising practices are ethical and in accordance with Biblical principles. No complaints were received about our fundraising practices.

Risk management policy

Risks related to the church's activities are carefully considered and action is taken to mitigate the potential loss or injury. The trustees have developed a comprehensive set of policies relating to the following areas of the church's activities:

a) Ministerial, Leadership and General Governance risks;
b) Operational risks;
c) Risks to children, young people and vulnerable adults;
d) Risks to volunteers;
e) Financial risks;
f) Overseas risks;

Risk management policy (continued)

The Trustees have reviewed these areas of risk using the Charity Commission's template for risk assessments with regards to:

a) Identifying key risk areas.
b) Rating each risk based on its likelihood and impact severity (ratings - minimum 2, maximum 30).
c) Outline the controls required to mitigate the risks.
d) Identifying and measuring the retained risk.
e) Allocating responsibility and ownership of risk to specific Trustee.
f) Allocating a monitoring process for each Trustee and specifying the timing of reviews.

The Trustees have identified 11 principal risks and uncertainties facing the church with a gross risk rating of between 15 and 20. Their plan and strategies for managing these risks are contained in a risk register which is maintained by the Trustee allocated this responsibility. The risk register is reviewed regularly by the Leadership team and Trustees and regular reviews of specific risks are undertaken at the times specified in the risk register.

Disclosure of information to auditors

To the knowledge and belief of the trustees, there is no relevant information that the Church's auditors are not aware of, and the trustees have taken all the steps necessary to ensure they are aware of any relevant information, and to establish that the Church's auditors are aware of the information.

This report has been prepared in accordance with the Charities Act 2011, the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

FOR AND ON BEHALF OF THE TRUSTEES

Frances Pyatt
Chair of Trustees
16 March 2022

Opinion

We have audited the financial statements of Bookham Baptist Church (the "Charity") for the year ended 30 September 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 30 September 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the provisions available for small entities and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, including the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charity, we identified that the principal risks of non-compliance with laws and regulations related to employment, financial reporting legislation and health and safety regulations and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by making enquiries of management, considering the internal controls in place and discussion amongst the engagement team.

We determined that the principal risks were related to management bias in accounting estimates, presentation of separately disclosed items, government assistance – furlough income and management override of controls.

In response to the risks identified we designed procedures which included, but were not limited to challenging significant accounting estimates, agreeing financial statement disclosures to underlying supporting documentation, testing the calculation of claims made under the Coronavirus Job Retention Scheme, identifying and testing journal entries, reviewing Trustees' minutes and evaluating the charity's internal controls.

There are inherent limitations in the audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Jacob Cavenagh & Skeet
Statutory Auditor
Chartered Accountants
Date: 21/03/ 2022

Jacob, Cavenagh + Skeet

5 Robin Hood Lane
Sutton
Surrey
SM1 2SW

Jacob Cavenagh & Skeet is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BOOKHAM BAPTIST CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Income from:							
Donations and legacies	2a	466,714	15,065	481,779	461,054	18,912	479,966
Investments	2b	1,183	-	1,183	1,327	-	1,327
Charitable activities	2c	98,897	12,659	111,556	77,817	16,055	93,872
Other sources	2d	4,285	5,031	9,316	9,993	500	10,493
TOTAL INCOME		**571,079**	**32,755**	**603,834**	**550,191**	**35,467**	**585,658**
Expenditure on:							
Charitable activities	3	620,091	37,534	657,625	586,727	44,658	631,385
TOTAL EXPENDITURE		**620,091**	**37,534**	**657,625**	**586,727**	**44,658**	**631,385**
Net income/(expenditure) before transfers		**(49,012)**	**(4,779)**	**(53,791)**	**(36,536)**	**(9,191)**	**(45,727)**
Transfers between funds	12	(2,550)	2,550	-	(3,517)	3,517	-
Net movement in funds		**(51,562)**	**(2,229)**	**(53,791)**	**(40,053)**	**(5,674)**	**(45,727)**
Balances brought forward at 1 October 2020	1c	4,480,423	36,308	4,516,731	4,520,476	41,982	4,562,458
Balances carried forward at 30 September 2021		**4,428,861**	**34,079**	**4,462,940**	**4,480,423**	**36,308**	**4,516,731**

BOOKHAM BAPTIST CHURCH
BALANCE SHEET
AS AT 30 SEPTEMBER 2021

	Notes	2021		2020	
		£	£	£	£
Fixed Assets	7		4,223,959		4,277,058
Current assets					
Debtors	8	21,717		40,703	
Short term deposits		80,000		80,000	
Cash at bank and in hand		192,310		186,966	
		294,027		307,669	
Current liabilities					
Amounts falling due within one year	9	(22,071)		(29,211)	
Net current assets			271,956		278,458
Total assets less current liabilities			4,495,915		4,555,516
Provisions for liabilities and charges	10		(32,975)		(38,785)
Net assets	11		4,462,940		4,516,731
Represented by					
Unrestricted funds	12		4,428,861		4,480,423
Restricted funds	12		34,079		36,308
			4,462,940		4,516,731

Approved by the Trustees on 16 March 2022
and signed on their behalf by:

Frances Pyatt
Chairman

BOOKHAM BAPTIST CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

	2021		2020	
	£	£	£	£
Cash provided by/(used in) operating activities (see below)		10,182		(5,746)
Cash flows from investing activities				
Interest received	1,183		1,327	
Payments to acquire tangible fixed assets	(6,021)		(6,722)	
Cash used in investing activities		(4,838)		(5,395)
Net cash inflow/(outflow)		5.344		(11,141)
Cash and cash equivalents at 1 October 2020		266,966		278,107
Cash and cash equivalents at 30 September 2021		272,310		266,966
Cash flows from operating activities				
Net expenditure		(53,791)		(45,727)
Interest received shown in investing activities		(1,183)		(1,327)
Depreciation		59,120		59,581
Decrease/(increase) in debtors		18,986		(12,040)
(Decrease)/increase in creditors		(7,140)		16,038
(Decrease) in provision		(5,810)		(22,271)
Cash provided by/(used in) operating activities		10,182		(5,746)

1 **Accounting Policies**

The Church is an unincorporated association and is affiliated to the Baptist Union of Great Britain and Ireland and to the London Baptist Association.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) **Basis of preparation**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Charities Act 2011, the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

The Church meets the definition of a public benefit entity under FRS 102. The accounts are prepared in pounds sterling rounded to the nearest pound.

b) **Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

c) **Fund Accounting**

The funds held by the Church are either:

- Unrestricted general funds – these are funds which can be used in accordance with the Church's objects at the discretion of the Trustees.
- Designated funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the Church. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

d) **Income**

Donations and other income (including legacies) are included in the Statement of Financial Activities (SOFA) when the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured.
For JRS grant income, the income is recognised in the period to which the underlying furloughed staff costs relate to.

e) **Freehold Property and Depreciation**

Freehold property is included at cost. Residential freehold property was restated to fair value on transition to FRS102, and this value is treated as deemed cost going forward. Freehold land is not depreciated. The Church Premises are depreciated at the rate of 2% of cost straight line per annum unless their estimated residual value exceeds their book value, subject to market fluctuations. No depreciation is provided on the residential buildings. The Trustees adopts a policy of maintaining all residential buildings to a high standard which prolongs their useful lives and enhances their residual values and accordingly the Trustees considers any depreciation arising or accumulated depreciation to date to be insignificant and immaterial.

f) **Plant and Equipment**

Depreciation is calculated to write off the cost or valuation less estimated residual value of all plant and equipment by equal annual instalments over three years.

g) **Taxation**

The Church is not liable for tax on its charitable activities.

h) **Operating Leases**

Rentals applicable to operating leases, where substantially all of the benefits and risk of ownership remain with the lessor, are charged against receipts as incurred.

1 **Accounting Policies (continued):**

i) **Pensions**
The church pays contributions to the Baptist Ministers Pension Trust Limited which is a defined benefits scheme. The Church also contributes to a Stakeholder scheme for its staff. Contributions were paid in the period in which they were due. Deficiency payments are also made into the earlier Baptist Ministers Defined Benefits Pension Scheme.

j) **Grants Paid**
Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the church.

k) **Expenditure**
All expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs are those costs associated with meeting the constitutional and statutory requirements of the charity and include accountants' fees and costs linked to the strategic management of the charity. These have been allocated directly to charitable expenditure.

l) **Funds**
The GENERAL FUND balance consists of the net incoming or outgoing resources accumulated since the church's foundation. The balance at any one time is available to fund the activities of the church and carries no restrictions.

The PREMISES FUND carries a balance set aside from the General Fund to meet the anticipated repair and maintenance costs of the church premises and also the manses. Such costs are charged to the fund in the year they arise.

The designated MISSION FUND is allocated each year a share of the unspecified general giving received by the church, and grants are made accordingly. Specific gifts are dealt with through the restricted MISSION FUND.

The BUILDING FUND represents the carrying value of the Church Premises.

The MANSE FUND represents the carrying value of the Church Manse.

The SECOND MANSE FUND represents the carrying value of the Second Manse.

The CAP FUND represents the total of donations and gifts received, less expenses incurred, by the Mole Valley Branch of Christians Against Poverty, a registered charity. Bookham Baptist Church is the lead church operating the branch, which is not established as a separate legal entity, and is therefore deemed to be under the control of the Trustees as a restricted fund. The fund is administered separately from Christians Against Poverty.

1 **Accounting Policies (continued):**

l) **Funds (continued)**
The OTHER FUND represents grants or gifts given by members and others for specific work or the purchase of specific items within the church activities. Detailed records of the activities of any individual fund reported under this category are maintained by the church Trustees.

m) **Debtors**
Grants receivable and other debtors are included at the settlement amount due. Prepayments are valued at the amount prepaid.

n) **Short-term deposits**
Short-term deposits include cash and short term highly liquid investments with a maturity of between three and twelve months from the date of the opening of the deposit.

o) **Cash at bank and in hand**
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of the opening of the deposit.

p) **Creditors and provisions**
Creditors and provisions are recognised where the charity has a present obligation arising 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 recognised at their settlement amount. Provisions have been calculated at the best estimate of the settlement amount and then discounted back to present value at the reporting date.

q) **Financial instruments**
The charity only has financial assets and 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.

2 INCOME FROM:

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	2020 £
2a	**Donations and legacies**				
	Donations and Gifts				
	Planned giving: Gift Aid	212,767	-	212,767	194,115
	Income tax recoverable on Gift Aid	57,629	-	57,629	56,147
	Other giving	196,318	15,065	211,383	229,704
		466,714	**15,065**	**481,779**	**479,966**
2b	**Investments**				
	Bank interest	**1,183**	-	**1,183**	**1,327**
2c	**Charitable activities**				
	Playgroup income	96,276	2,659	98,935	79,106
	Other events and activities	2,621	10,000	12,621	14,766
		98,897	**12,659**	**111,556**	**93,872**
2d	**Other sources**				
	Rent	323	-	323	1,963
	Coronavirus Job Retention Scheme grant	1,260	5,011	6,271	3,662
	Other income	2,702	20	2,722	4,868
		4,285	**5,031**	**9,316**	**10,493**
	TOTAL INCOME	**571,079**	**32,755**	**603,834**	**585,658**

3 EXPENDITURE ON:

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2021	2020
		£	£	£	£
Charitable activities					
Grants made in furtherance of the Church's objectives					
Home and overseas mission	6	97,233	-	97,233	90,672
CAP		-	8,705	8,705	10,589
		97,233	**8,705**	**105,938**	**101,261**
Ministry costs					
Staff costs	4	286,233	17,303	303,536	269,650
Children and youth work		6,320	8,867	15,187	11,809
Other ministry costs		14,118	-	14,118	17,439
Playgroup costs incl.salaries		72,864	2,659	75,523	82,325
		379,535	**28,829**	**408,364**	**381,223**
Church and manse expenses					
Church running costs		16,507	-	16,507	16,499
Manse running costs		23,474	-	23,474	20,921
Repairs to premises		10,215	-	10,215	21,819
Office expenses		8,157	-	8,157	7,573
Governance costs: Audit fees		4,692	-	4,692	5,442
Governance costs: Accountancy fees		3,000	-	3,000	-
Other resources		18,158	-	18,158	17,066
Depreciation		59,120	-	59,120	59,581
		143,323	**-**	**143,323**	**148,901**
TOTAL EXPENDITURE		**620,091**	**37,534**	**657,625**	**631,385**

4 STAFF COSTS

	2021	2020
	£	£
Salaries and stipends	212,233	200,344
Employer's National Insurance costs	14,911	13,842
Pension costs – defined contribution scheme	19,393	19,279
Operating costs of defined benefit pension schemes	(200)	(16,778)
"Rent" in lieu of manse provision	35,597	35,426
Other costs, including Time for God volunteer	4,325	3,962
CAP staff cost	17,277	13,575
	303,536	269,650
Playgroup salaries	66,087	79,614
	369,623	349,264

The average number of employees during the year was 22 (2020: 21). Of this average, approximately 4 were in the Ministry Team, 7 in the Playgroup, 2 in CAP work and 9 in Office or Premises work. Excluding the Playgroup, there were approximately 8 whole time equivalents (2020: 7). There were no employees with emoluments above £60,000 (2020: none).

5 GRANTS

Grants are disclosed in the analysis of the Mission Fund (note 6). Included in these figures were grants totalling £18,500 (2020: £20,000) made to 2 individuals (2020: 2) and £78,733 (2020: £70,672) made to 13 organisations (2020: 15).

6 MISSION GIVING

	2021			
	Designated	Restricted	Total	2020
	£	£	£	£
Local				
Anna Chaplaincy	-	-	-	1,000
Oasis	-	-	-	595
B@atitude	1,500	-	1,500	1,500
Leatherhead Youth Project	10,333	-	10,333	12,258
Meeting Place	2,000	-	2,000	-
National & Overseas				
Baptist Missionary Society	4,000	-	4,000	1,000
South East Baptist Association	7,500	-	7,500	7,085
Cell UK	1,500	-	1,500	1,800
Whitmans	10,000	-	10,000	12,000
Tear Fund - General	2,000	-	2,000	1,000
Open Doors	2,000	-	2,000	1,000
Aprender	12,000	-	12,000	10,040
Slovenia - Cazars & Zoldos	8,500	-	8,500	8,000
CMS Brazil - D&S Brito Medeiros	9,000	-	9,000	9,000
Brazil trip	-	-	-	278
Send a Cow	-	-	-	814
Lebanon visit	-	-	-	3,464
ABTS	8,000	-	8,000	-
LSESD Lebanon	-	-	-	6,000
Mutual Faith Church Beirut(Life Centre)	8000	-	8000	7,050
Nepal - R Slade	8,100	-	8,100	6,000
Mission Gap Year Support	-	-	-	500
Mission Expenses	-	-	-	288
Emerging Opportunities	2,800	-	2,800	-
Total expenditure	**97,233**	**-**	**97,233**	**90,672**

The activities supported in the above giving can be categorised as follows:

74% spreading the Christian message
12% improving education amongst poor worldwide
14% supporting social justice

7 TANGIBLE FIXED ASSETS

Tangible fixed assets – for use by the Church

	Fixtures & Equipment	Church Manse	1 Nelson Cottages	Church Premises	TOTAL
	£	£	£	£	£
Cost or valuation					
At 1 October 2020	66,604	710,000	516,438	3,693,970	4,987,012
Additions	6,021	-	-	-	6,021
At 30 September 2021	72,625	710,000	516,438	3,693,970	4,993,033
Depreciation					
At 1 October 2020	60,392	-	-	649,562	709,954
Charge for the year	5,979	-	-	53,141	59,120
At 30 September 2021	66,371	-	-	702,703	769,074
Net Book Value					
At 30 September 2021	6,254	710,000	516,438	2,991,267	4,223,959
At 30 September 2020	6,212	710,000	516,438	3,044,408	4,277,058

The Church Manse (2 Durleston Park Drive, Bookham) was valued in November 1991 on its introduction to the accounts and was restated to fair value on transition to FRS 102 in October 2014 by the trustees, based on professional advice. This will be treated as deemed cost going forward. It is held by The Baptist Union Corporation Ltd., as Trustee for Bookham Baptist Church.

The property at 1, Nelson Cottages was purchased in May 2004 and was restated to fair value on transition to FRS 102 in October 2014 by the trustees, based on professional advice. This will be treated as deemed cost going forward. The value above represents the 325/365th share of the property held by The Baptist Union Corporation Ltd, as Trustee for Bookham Baptist Church.

The Church premises are situated in Lower Road, Bookham.

8 DEBTORS

	2021	2020
	£	£
Income tax recoverable	13,043	11,058
Other debtors	8,674	29,645
	21,717	40,703

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Receipts in advance	5,326	8,417
Sundry creditors	16,745	20,794
	22,071	29,211

10 PROVISION FOR LIABILITIES AND CHARGES

	2021	2020
	£	£
Liability at 1 October	38,785	61,056
Deficiency contributions paid in year	(5,610)	(5,493)
Charge for the year	(200)	(16,778)
Liability at 30 September	32,975	38,785

A provision has been included for deficit contributions due to the Baptist Pension Scheme (see note 15). The current deficit reduction plan requires contributions to be made until 30 June 2026. The provision has been valued using the following assumptions set by reference to the duration of the deficit recovery payments:

Accounting date	30 September 2021	30 September 2020	30 September 2019
Discount rate	1.1%	1.1%	1.5%
Future increases to Minimum Pensionable Income	3.9%	3.1%	3.4%

11 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed assets	4,223,959	-	4,223,959
Current assets	259,948	34,079	294,027
Current liabilities	(22,071)	-	(22,071)
Liabilities due in more than one year	(32,975)	-	(32,975)
At 30 September 2021	4,428,861	34,079	4,462,940

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed assets	4,277,058	-	4,277,058
Current assets	271,361	36,308	307,669
Current liabilities	(29,211)	-	(29,211)
Liabilities due in more than one year	(38,785)	-	(38,785)
At 30 September 2020	4,480,423	36,308	4,516,731

12 FUND DETAILS

UNRESTRICTED FUNDS

	Balance at 1 October 2020	Income	Expenditure	Transfers	Balance at 30 September 2021
	£	£	£	£	£
General	194,579	569,879	(459,502)	(114,365)	190,591
Premises	-	1,200	(10,215)	9,015	-
Mission	14,998	-	(97,233)	102,800	20,565
Building	3,044,408	-	(53,141)	-	2,991,267
Manse	710,000	-	-	-	710,000
Second Manse	516,438	-	-	-	516,438
	4,480,423	571,079	(620,091)	(2,550)	4,428,861

	Balance at 1 October 2019	Income	Expenditure	Transfers	Balance at 30 September 2020
	£	£	£	£	£
General	191,981	545,191	(422,257)	(120,336)	194,579
Premises	-	-	(21,819)	21,819	-
Mission	4,508	5,000	(89,510)	95,000	14,998
Building	3,097,549	-	(53,141)	-	3,044,408
Manse	710,000	-	-	-	710,000
Second Manse	516,438	-	-	-	516,438
	4,520,476	550,191	(586,727)	(3,517)	4,480,423

RESTRICTED FUNDS

	Balance at 1 October 2020	Income	Expenditure	Transfers	Balance at 30 September 2021
	£	£	£	£	£
CAP	18,736	20,076	(26,008)	4,000	16,804
Mission	1,000	-	-	-	1,000
Other	16,572	12,679	(11,526)	(1,450)	16,275
	36,308	32,755	(37,534)	2,550	34,079

	Balance at 1 October 2019	Income	Expenditure	Transfers	Balance at 30 September 2020
	£	£	£	£	£
CAP	21,150	17,750	(24,164)	4,000	18,736
Mission	1,000	1,162	(1,162)	-	1,000
Other	19,832	16,555	(19,332)	(483)	16,572
	41,982	35,467	(44,658)	3,517	36,308

Please see note 1(l) which gives further details of what each fund is for.
A transfer of £1,450 was made out of the Other fund as an administration charge for managing the Community Fund, and a transfer of £4,000, made out of General Funds to the restricted CAP fund, represents the Church's donation to this activity in the year.

13 OBLIGATIONS UNDER OPERATING LEASES

The total future minimum lease payments under non-cancellable operating leases are payable:

	2021	2020
	£	£
In the next year	9,300	3,490
In two to five years	7,707	11,197
	17,007	14,687

Lease payments of £14,282 (2020: £3,490) were recognised as an expense in the year.

14 RELATED PARTY TRANSACTIONS

During the year, these Trustees received the following remuneration:

	Rev'd Steve Elmes	Rev'd Robert Stevens	Rev'd Caroline Oliveira	Rev'd Gill Hawkins
	£	£	£	£
Stipend	40,550	28,632	24,144	20,726
"Rent" in lieu of manse provision	2,038	-	16,188	17,371
Proportion of manse owned by church	89%	100%	0%	0%
Social Security	4,404	2,760	2,140	4,066
Pension	5,155	4,103	3,185	2,702
Utilities	2,725	5,728	2,451	3,536

During the year Rev'd Steve Elmes, Rev'd Robert Stevens and Rev'd Gill Hawkins were provided with accommodation. Rev'd Caroline Hughes was provided with accommodation for part of the year and then moved into her own property and was thereafter provided with a rent stipend instead.

Remuneration of a minority of trustees or people connected to them is allowed under the Constitution.

Total remuneration of Key Management Personnel, which comprises the total remuneration of the above Trustees, amounted to £192,604 (2020: £208,610).

In addition, four trustees (2020: four) received expenses totalling £1,318 (2020: £2,360) in respect of travel, subsistence, books and sundries.

Grants were given to the following charities registered in England and Wales:

- Leatherhead Youth Project of £10,333 (2020: £12,258). One of the trustees, Rev'd Robert Stevens, is also a trustee of this charity.
- Aprender of £12,000 (2020: £10,040). One of the trustees, Neil Walker, is a trustee of this charity. Also, the husband of one of the trustees, Rev'd Gill Hawkins, works for this charity.
- South East Baptist Association of £7,500 (2020: £7,085). One of the trustees, Rev'd Robert Stevens, is also a trustee of this charity.
- B@titude of £1,500 (2020: £1,500). One of the trustees, Rev Caroline Oliveira, is also a trustee of this charity.
- Medair UK of £1,300 (2020: £nil). The husband of one of the trustees, Rachel Casey, is the Chief Executive Officer of this charity.
- The Meeting Place Bookham of £2,000 (2020: £nil). The wife of one of the trustees, Peter Bottomley, is also a trustee of this charity.

15 PENSION COMMITMENTS AND OTHER POST-RETIREMENT BENEFITS

Defined benefit scheme

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

For any month, each participating employer in the Scheme pays contributions as set out in the Schedule of Contributions in force at that time.

The Scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable towards benefits and expenses accrued in that year, plus any impact of deficiency contributions (see below).

The Ministers are eligible to join the Scheme.

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 Unum Limited. The further 4% contribution rate is reduced to 3% for Employer Contributions made to the Segregated DC Arrangement.

Benefits in respect of service prior to 1 January 2012 are provided through the Defined Benefit (DB) Plan within the Scheme. The main benefits for pre-2012 service were a defined benefit 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. The Scheme, previously known as the Baptist Ministers' Pension Fund, started in 1025, but was closed to future accrual of defined benefits on 31 December 2011.

Actuarial valuation at 31 December 2019

A formal valuation of the Defined Benefit (DB) Plan was performed at 31 December 2019 by a professionally qualified Actuary using the Projected Unit Method. The market value of the DB Plan assets at the valuation date was £298 million.

The valuation of the DB Plan revealed a deficit of assets compared with the value of liabilities of £18 million (equivalent to a past service funding level of 94%). The Church and the other employers supporting the DB Plan are collectively responsible for funding this deficit.

The key financial assumptions underlying the valuations were as follows:

RPI price inflation assumption	3.20% pa
CPI price inflation assumption	2.70% pa
Minimum Pensionable Income increases (CPI plus 0.75% pa)	3.20% pa
Assumed investment returns	
- Pre-retirement	2.95% pa
- Post retirement	1.70% pa
Deferred pension increases	
- Pre April 2009	3.20% pa
- Post April 2009	2.50% pa
Pension increases	
- Main Scheme pension	2.70% pa

15 PENSION COMMITMENTS AND OTHER POST-RETIREMENT BENEFITS (continued)

Post–retirement mortality in accordance with 80% of the S3NFA and S3NMA tables, with allowance for future improvements in mortality rates from 2013 in line with the CMI 2019 core projections, with a long term annual rate of improvement of 1.75% for males and 1.5% 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.

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 dated 30 September 2020, deficiency contributions are payable until 30 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. However, the Trustee and the Council agreed a 50% reduction for all deficiency contributions payable between 1 July 2020 and 31 December 2020.

Defined contribution schemes

The Church also makes contributions to defined contribution pension schemes. The assets of these schemes are held separately from those of the Church in independently administered funds. The pension cost and charge represents contributions payable by the Church to these funds and amounted to £11,942 (2020: £12,502).

BOOKHAM BAPTIST CHURCH

England & Wales - Charity number 1129903

Accounts

BOOKHAM BAPTIST CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2020

Charity Number: 1129903

BOOKHAM BAPTIST CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 SEPTEMBER 2020

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BOOKHAM BAPTIST CHURCH
REFERENCE AND ADMINISTRATIVE DETAILS

Ministry Team	Rev'd Stephen Elmes Rev'd Robert Stevens Rev'd Caroline Oliveira Rev'd Gillian Hawkins
Trustees	Rev'd Stephen Elmes Rev'd Robert Stevens Rev'd Caroline Oliveira Rev'd Gillian Hawkins Mr Peter Bottomley Mrs Rachel Casey Mrs Elizabeth Featherstone Mrs Francis Pyatt Mr Malcolm Pymm Mr Neil Walker – Resigned 9 December 2020 Mr Nicholas Wrobel – Resigned 31 December 2020
Charity number	1129903
Bank	CAF Bank Kings Hill West Malling Kent ME19 4TA Metro Bank Plc 1 Southampton Row London W1CB 5HA Nationwide Building Society Nationwide House Pipers Way Swindon SN38 1NW Kingdom Bank Ruddington Fields Business Park Mere Way Ruddington Nottingham NG11 6JS
Trustee for Bookham Baptist Church	The Baptist Union Corporation Ltd PO Box 44, 129 Broadway Didcot Oxon OX11 8RT
Auditor	Jacob, Cavenagh & Skeet 5 Robin Hood Lane Sutton SM1 2SW
Main address	Lower Road Great Bookham Leatherhead Surrey KT23 4DH
Key Management Personnel	All Trustees Ministry Team

General comments

It is very easy to look back on this church year and just remember the outbreak of *Covid-19* situation and how we have responded, yet the first part of our year held some important gifts and developments worth recalling:

In October, we had a weekend with Lawrence Singlehurst (Cell UK), helping us to the think about how we share the gospel more confidently. This led us to think more about how our activities as a church might work together more effectively to meet and encourage people in the journey of coming to faith and beyond.

In November, Peter Boulding stepped down as our chair of trustees having served us faithfully and skillfully in that role for six years, and Fran Pyatt was welcomed as our new chair.

Christmas time held the final Late Night Shopping event and some new Christmas services: 'Blue Christmas' and an alternative Carol service hosted by the6ix and involving Luke Hamlyn.

The pre-Christmas run and New Year saw us launch our *Wellbeing Course*, which had great take-up from the community and holds real promise for the future.

The Rainbow Playgroup achieved an 'outstanding' from Ofsted.

Then everything changed...

The Government's announcement of the lockdown in March was met by a swift response from our Trustees who formed a Crisis Response Team (RT) to steer us through the weeks that followed. Leadership through the crisis has been strong, with some key decisions and actions at the start serving us very well, including

- A vital focus on our small groups, recognising that these were ideally placed and equipped to provide care and support and to reach out beyond their circles to those more vulnerable in the community through natural connections.
- The strengthening of the Pastoral Resource Team to back up our very healthy small group life.
- The provision of space in our sanctuary for the sterling work of the Community Fridge project – a relatively new project that adapted to respond to local needs admirably.
- The development of an online service), which began on the first Sunday after Lockdown and has provided a weekly means of connecting us in worshipping God,
- The use of Zoom to provide interactive (virtual) meeting spaces for small groups, ministry teams, the6ix and the North Leatherhead Gathering (NLG).
- A careful watch on our finances.

Reviewing our 2019/20 priorities

To keep the Harvest Call/Challenge before us, building confidence and capability in living and sharing our faith, and making pathways under/around each of our activities to help people discover more about faith in Christ and what it means to follow him.

During Lockdown, Steve Elmes ran two courses: Sharing Jesus (SJ) and Come and See (CAS), both via Zoom and involving others in their facilitation. The first of these engaged 32 of our members in a conversation around sharing Jesus more confidently. CAS engaged seven seekers/new Christians (though two dropped out after week one) in a six-session introduction to Jesus, exploring his significance for our lives today. This worked well and generated some videos that can stand alone or be used in a group context.

The newly formed Local Mission Resource Team (LMRT) did some work arranging our activities under the headings: Sowing (1 & 2), Reaping & Keeping (discipleship) to enable us to balance our activities and offer pathways for people to make their spiritual journey.

Thinking locally, Rainbow and the Children's Centre have been carefully looked after during Lockdown with staff furloughed as needed, and both have been re-opened with due regard for safety. Thinking more widely: our International Mission Team has done an amazing job of responding to the needs of our mission partners abroad, keeping in touch with them throughout the global crisis.

To develop our three calls to prayer: in January, June and September.

These have taken place, adapting and responding our circumstances - including some prayer walking (real and virtual), focusing prayer on how our community is living through the current crisis and what we might be learning.

To deepen friendship and trust as trustees, leaders and ministers

Covid-19 has created something of a crucible for our hearts and relationships to grow. This has meant some challenging team encounters – not easy. Yet, working through these is bringing greater depth of trust and higher valuing of one another. Our teams are getting into better shape as a result. As well as seeking to respond to the Covid-19 situation, the LT has taken time to revisit our vision and to discern what our priorities might be.

To plan and deliver a preaching series on the book of Exodus and the theme of freedom, working this through in the life of the church.

This has been well implemented and has served us well in all that 2020 has so far held.

To work out how best to develop our vision to plant worshipping, discipling, missional communities – reaching a decision regarding the Fetcham possibility and moving forward under God's leadership.

Clearly our congregational life has taken a very different turn to what we might have expected - with physical gatherings for worship at Lower Road and in the Leatherhead context being impossible. Instead we have had online services, Zoom calls and, more recently, gatherings outside in groups of six. The Fetcham group have kept meeting (via Zoom) and had an important afternoon with Roy Searle, co-founder of the Northumbrian Community and consultant on church planting.

A Media group was formed to develop our use of digital media in enabling congregational life going forward.

To recruit, induct and release a children's and young people's coordinator
Jacqueline Titmus has been recruited and is due to start 1 September 2020. Induction will take place in the first week of employment and Jacqueline's work will be overseen and guided by Rev Rob Stevens.

Baptisms and Membership

There were two baptisms this year, both taking place before Christmas 2019.

Two people came into membership. Four members died, and there were seven who resigned or transferred their membership. This brought our membership total to 202 (compared with 211 end of Sept 2019).

The Road Ahead

In the new church-year, our overall aim remains to *Grow Fruitful Followers of Jesus* – responsive to the days we live in and active in our pursuit of the Harvest that is God's promise still. Priority will be given this year to building small group life, re-gathering for corporate worship, and strengthening our engagement in Christ's mission – locally and on our frontlines. Our prayer is that God will mobilize all his people in a joyful, steadfast, fruitful following of Jesus that brings life, hope and wholeness to all the people and places we are sent to.

The trustees' responsibilities

The 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 that the trustees must not approve the financial statements for each financial year unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure 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 business

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, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Structure, governance and management

The Church is an unincorporated association and is affiliated to the Baptist Union of Great Britain and Ireland and to the London Baptist Association. The Church occupies premises which are held by the London Baptist Property Board, on Trust.

Governing document

The trustees and church are governed by the "Constitution" and "Working Protocols" dated January 2009 and by the Trust Deed dated 24th June 1960. The church is a member of the Baptist Union of Great Britain.

Trustee election and training

Trustees comprise the Ministers (currently four) and the non-ministerial Trustees. Non-ministerial Trustees may be nominated by any six members of the church and are elected in accordance with the Constitution. New non-ministerial Trustees are expected to familiarise themselves with the guidance offered by the Charity Commission. The total number of non-ministerial Trustees is set from time to time at the Church Members meeting and is currently seven.

Key Management Personnel

The key management personnel of the charity as listed on page 1 are in charge of directing, controlling, running and operating the charity on a day-to-day basis. All non-ministerial Trustees give their time freely and none received any remuneration in the year. Details of Trustees' expenses and related party transactions are disclosed in Note 14 to the financial statements. The pay of the Ministers is reviewed from time to time based on increased responsibilities and commitments, changes to the hours worked, changes to the cost of living and other relevant factors.

Volunteers

The great majority of the work of the church relies on Church Members and other volunteers. This extends from some preaching to many areas of administration, from small group work to hospitality, from running our many activities to spiritual leadership.

Public benefit

The trustees have complied with their duty to have due regard to guidance published by the Charity Commission in respect of public benefit. The church provides a place of worship and worship services open to all together with marriages and funeral rituals. The church further provides premises for community use, a toddler group and a playgroup. It makes charitable grants to organisations for the disadvantaged and to advance education overseas.

Financial review

The results of the charity may be found on the Statement of Financial Activities. At the year end the church was in a strong position with £278,458 of net current assets. Income received in the year had increased by £44,126 compared to the previous year while expenditure had also increased by £2,006 resulting in the net expenditure of £45,727 compared to net expenditure in the previous year of £87,847.

Reserves policy

We aim to maintain free cash reserves equivalent to 3 months' budgeted expenditure. Unrestricted general funds at 30 September 2020 amounted to £194,579 (2019: £191,981), which represents 4 months budgeted expenditure.

Grant-making policy

For many years the charity has given grants to individuals and institutions in a variety of locations where there is a close connection with the membership. These are reviewed annually by the church meeting.

Fundraising policy

Other than publicly inviting an offering at every service, we do not engage in persistent fundraising or intrusive fundraising practices with any of our donors, including vulnerable people, and we never have private or coercive discussions with individuals about their giving. Our fundraising practices are ethical and in accordance with Biblical principles. No complaints were received about our fundraising practices.

Risk management policy

Risks related to the church's activities are carefully considered and action is taken to mitigate the potential loss or injury. The trustees have developed a comprehensive set of policies relating to the following areas of the church's activities:

a) Ministerial, Leadership and General Governance risks;
b) Operational risks;
c) Risks to children, young people and vulnerable adults;
d) Risks to volunteers;
e) Financial risks;
f) Overseas risks;

Risk management policy (continued)

The Trustees have reviewed these areas of risk using the Charity Commission's template for risk assessments with regards to:

a) Identifying key risk areas.
b) Rating each risk based on its likelihood and impact severity (ratings - minimum 2, maximum 30).
c) Outline the controls required to mitigate the risks.
d) Identifying and measuring the retained risk.
e) Allocating responsibility and ownership of risk to specific Trustee.
f) Allocating a monitoring process for each Trustee and specifying the timing of reviews.

The Trustees have identified 11 principal risks and uncertainties facing the church with a gross risk rating of between 15 and 20. Their plan and strategies for managing these risks are contained in a risk register which is maintained by the Trustee allocated this responsibility. The risk register is reviewed regularly by the Leadership team and Trustees and regular reviews of specific risks are undertaken at the times specified in the risk register

Disclosure of information to auditors

To the knowledge and belief of the trustees, there is no relevant information that the Church's auditors are not aware of, and the trustees have taken all the steps necessary to ensure they are aware of any relevant information, and to establish that the Church's auditors are aware of the information.

This report has been prepared in accordance with the Charities Act 2011, the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

FOR AND ON BEHALF OF THE TRUSTEES



Francis Pyatt
Chair of Trustees
17 March 2021

Opinion

We have audited the financial statements of Bookham Baptist Church (the "Charity") for the year ended 30 September 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 30 September 2020 and of its net expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the provisions available for small entities and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Jacob, Cavenagh + Skeet

Jacob Cavenagh & Skeet
Statutory Auditor
Chartered Accountants
Date: 12 April 2021

5 Robin Hood Lane
Sutton
Surrey
SM1 2SW

Jacob Cavenagh & Skeet is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BOOKHAM BAPTIST CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Income from:							
Donations and legacies	2a	461,054	18,912	479,966	412,041	21,244	433,285
Investments	2b	1,327	-	1,327	603	-	603
Charitable activities	2c	77,817	16,055	93,872	80,622	17,010	97,632
Other sources	2d	9,993	500	10,493	6,982	3,030	10,012
TOTAL INCOME		**550,191**	**35,467**	**585,658**	**500,248**	**41,284**	**541,532**
Expenditure on:							
Charitable activities	3	586,727	44,658	631,385	595,845	33,534	629,379
TOTAL EXPENDITURE		**586,727**	**44,658**	**631,385**	**595,845**	**33,534**	**629,379**
Net income/(expenditure) before transfers		**(36,536)**	**(9,191)**	**(45,727)**	**(95,597)**	**7,750**	**(87,847)**
Transfers between funds	12	(3,517)	3,517	-	(4,000)	4,000	-
Net movement in funds		**(40,053)**	**(5,674)**	**(45,727)**	**(99,597)**	**11,750**	**(87,847)**
Balances brought forward at 1 October 2019	1c	4,520,476	41,982	4,562,458	4,620,073	30,232	4,650,305
Balances carried forward at 30 September 2020		**4,480,423**	**36,308**	**4,516,731**	**4,520,476**	**41,982**	**4,562,458**

BOOKHAM BAPTIST CHURCH
BALANCE SHEET
AS AT 30 SEPTEMBER 2020

	Notes	2020		2019	
		£	£	£	£
Fixed Assets	7		4,277,058		4,329,917
Current assets					
Debtors	8	40,703		28,663	
Short term deposits		80,000		80,000	
Cash at bank and in hand		186,966		198,107	
		307,669		306,770	
Current liabilities					
Amounts falling due within one year	9	(29,211)		(13,173)	
Net current assets			278,458		293,597
Total assets less current liabilities			4,555,516		4,623,514
Provisions for liabilities and charges	10		(38,785)		(61,056)
Net assets	11		4,516,731		4,562,458
Represented by					
Unrestricted funds	12		4,480,423		4,520,476
Restricted funds	12		36,308		41,982
			4,516,731		4,562,458

Approved by the Trustees on 17 March 2021
and signed on their behalf by:

Francis Pyatt
Chairman



BOOKHAM BAPTIST CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	2020		2019	
	£	£	£	£
Cash used in operating activities (see below)		(5,746)		(126,689)
Cash flows from investing activities				
Interest received	1,327		603	
Payments to acquire tangible fixed assets	(6,722)		(5,195)	
Cash used in investing activities		(5,395)		(4,592)
Net cash outflow		(11,141)		(131,281)
Cash and cash equivalents at 1 October 2019		198,107		329,388
Cash and cash equivalents at 30 September 2020		186,966		198,107
Cash flows from operating activities				
Net expenditure		(45,727)		(87,847)
Interest received shown in investing activities		(1,327)		(603)
Depreciation		59,581		57,339
Increase in short term deposits		-		(80,000)
Increase in debtors		(12,040)		(8,174)
Increase/(Decrease) in creditors		16,038		(3,584)
(Decrease) in provision		(22,271)		(3,820)
Cash used in operating activities		(5,746)		(126,689)

1 **Accounting Policies**

The Church is an unincorporated association and is affiliated to the Baptist Union of Great Britain and Ireland and to the London Baptist Association.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) **Basis of preparation**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Charities Act 2011, the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

The Church meets the definition of a public benefit entity under FRS 102. The accounts are prepared in pounds sterling rounded to the nearest pound.

b) **Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

c) **Fund Accounting**

The funds held by the Church are either:

- Unrestricted general funds - these are funds which can be used in accordance with the Church's objects at the discretion of the Trustees.
- Designated funds - these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.
- Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the Church. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

d) **Income**

Donations and other income (including legacies) are included in the Statement of Financial Activities (SOFA) when the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured.
Grant income from the Coronavirus Job Retention Scheme is recognised in the period to which the underlying furloughed staff costs relate.

e) **Freehold Property and Depreciation**

Freehold property is included at cost. Residential freehold property was restated to fair value on transition to FRS102, and this value is treated as deemed cost going forward. Freehold land is not depreciated. The Church Premises are depreciated at the rate of 2% of cost straight line per annum unless their estimated residual value exceeds their book value, subject to market fluctuations. No depreciation is provided on the residential buildings. The Trustees adopts a policy of maintaining all residential buildings to a high standard which prolongs their useful lives and enhances their residual values and accordingly the Trustees considers any depreciation arising or accumulated depreciation to date to be insignificant and immaterial.

f) **Plant and Equipment**

Depreciation is calculated to write off the cost or valuation less estimated residual value of all plant and equipment by equal annual instalments over three years.

g) **Taxation**

The Church is not liable for tax on its charitable activities.

h) **Operating Leases**

Rentals applicable to operating leases, where substantially all of the benefits and risk of ownership remain with the lessor, are charged against receipts as incurred.

1 **Accounting Policies (continued):**

i) **Pensions**
The church pays contributions to the Baptist Ministers Pension Trust Limited which is a defined benefits scheme. The Church also contributes to a Stakeholder scheme for its staff. Contributions were paid in the period in which they were due. Deficiency payments are also made into the earlier Baptist Ministers Defined Benefits Pension Scheme.

j) **Grants Paid**
Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the church.

k) **Expenditure**
All expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs are those costs associated with meeting the constitutional and statutory requirements of the charity and include accountants' fees and costs linked to the strategic management of the charity. These have been allocated directly to charitable expenditure.

l) **Funds**
The GENERAL FUND balance consists of the net incoming or outgoing resources accumulated since the church's foundation. The balance at any one time is available to fund the activities of the church and carries no restrictions.

The PREMISES FUND carries a balance set aside from the General Fund to meet the anticipated repair and maintenance costs of the church premises and also the manses. Such costs are charged to the fund in the year they arise.

The designated MISSION FUND is allocated each year a share of the unspecified general giving received by the church, and grants are made accordingly. Specific gifts are dealt with through the restricted MISSION FUND.

The BUILDING FUND represents the carrying value of the Church Premises. The transfer in the previous year corrects previous allocations to this fund.

The MANSE FUND represents the carrying value of the Church Manse. The transfer in the previous year corrects previous allocations to this fund.

The SECOND MANSE FUND represents the carrying value of the Second Manse. The transfer in the previous year corrects previous allocations to this fund.

The SANCTUARY REFURBISHMENT FUND represents funds allocated for and spent on Sanctuary refurbishment projects. The transfer in the previous year corrects previous allocations to this fund.

The CAP FUND represents the total of donations and gifts received, less expenses incurred, by the Mole Valley Branch of Christians Against Poverty, a registered charity. Bookham Baptist Church is the lead church operating the branch, which is not established as a separate legal entity, and is therefore deemed to be under the control of the Trustees as a restricted fund. The fund is administered separately from Christians Against Poverty. The transfer during the year represents the Church's' donation to this activity in the year.

1 **Accounting Policies (continued):**

l) **Funds (continued)**
The OTHER FUND represents grants or gifts given by members and others for specific work or the purchase of specific items within the church activities. Detailed records of the activities of any individual fund reported under this category are maintained by the church Trustees. The transfers from these funds relate to services provided by Bookham Baptist Church for use of the building and staff resources to facilitate the activities undertaken by these Funds.

m) **Debtors**
Grants receivable and other debtors are included at the settlement amount due. Prepayments are valued at the amount prepaid.

n) **Cash at bank and in hand**
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of the opening of the deposit.

o) **Creditors and provisions**
Creditors and provisions are recognised where the charity has a present obligation arising 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 recognised at their settlement amount. Provisions have been calculated at the best estimate of the settlement amount and then discounted back to present value at the reporting date.

p) **Financial instruments**
The charity only has financial assets and 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.

2	INCOME FROM:	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	2019 £
2a	**Donations and legacies**				
	Donations and Gifts	194,115	-	194,115	169,683
	Planned giving: Gift Aid	56,147	-	56,147	43,689
	Income tax recoverable on Gift Aid	210,792	18,912	229,704	219,913
	Other giving	**461,054**	**18,912**	**479,966**	**433,285**
2b	**Investments**				
	Bank interest	**1,327**	-	**1,327**	**603**
2c	**Charitable activities**				
	Playgroup income	77,203	1,903	79,106	85,921
	Other events and activities	614	14,152	14,766	11,711
		77,817	**16,055**	**93,872**	**97,632**
2d	**Other sources**				
	Rent	1,963	-	1,963	3,438
	Coronavirus Job Retention Scheme grant	3,662	-	3,662	-
	Other income	4,368	500	4,868	6,574
		9,993	**500**	**10,493**	**10,012**
	TOTAL INCOME	**550,191**	**35,467**	**585,658**	**541,532**

3 EXPENDITURE ON:

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	2019 £
Charitable activities					
Grants made in furtherance of the Church's objectives					
Home and overseas mission	6	89,510	1,162	90,672	98,406
CAP		-	10,589	10,589	9,987
		89,510	**11,751**	**101,261**	**108,393**
Ministry costs					
Staff costs	4	256,075	13,575	269,650	277,975
Children and youth work		4,271	7,538	11,809	21,278
Other ministry costs		13,675	3,764	17,439	20,194
Playgroup costs incl.salaries		74,295	8,030	82,325	61,623
		348,316	**32,907**	**381,223**	**381,070**
Church and manse expenses					
Church running costs		16,499	-	16,499	17,553
Manse running costs		20,921	-	20,921	25,764
Repairs to premises		21,819	-	21,819	10,278
Office expenses		7,573	-	7,573	14,100
Governance costs: Audit fees		5,442	-	5,442	3,970
Other resources		17,066	-	17,066	10,912
Depreciation		59,581	-	59,581	57,339
		148,901	**-**	**148,901**	**139,916**
TOTAL EXPENDITURE		**586,727**	**44,658**	**631,385**	**629,379**

4 STAFF COSTS

	2020 £	2019 £
Salaries and stipends	200,344	197,389
Employer's National Insurance costs	13,842	14,204
Pension costs – defined contribution scheme	19,279	19,030
Operating costs of defined benefit pension schemes	(16,778)	2,406
"Rent" in lieu of manse provision	35,426	34,982
Other costs, including Time for God volunteer	3,962	4,375
CAP staff cost	13,575	5,404
CAP staff pension cost	-	185
	269,650	277,975
Playgroup salaries	79,614	53,913
	349,264	331,888

The average number of employees during the year was 21 (2019: 20). Of this average, approximately 4 were in the Ministry Team, 7 in the Playgroup, 3 in CAP work and 7 in Office or Premises work. Excluding the Playgroup, there were approximately 7 whole time equivalents (2019: 7). There were no employees with emoluments above £60,000 (2019: none).

5 GRANTS

Grants are disclosed in the analysis of the Mission Fund (note 6). Included in these figures were grants totalling £20,000 (2019: £16,000) made to 2 individuals (2019: 2) and £70,672 (2019: £82,406) made to 15 organisations (2019: 14).

6 MISSION GIVING

	2020			2019
	Designated £	Restricted £	Total £	£
Local				
Anna Chaplaincy	1,000	-	1,000	-
Oasis	595	-	595	968
B@atitude	1,500	-	1,500	1,500
Leatherhead Youth Project	12,000	258	12,258	14,200
National & Overseas				
Baptist Missionary Society	1,000	-	1,000	5,000
South East Baptist Association	7,085	-	7,085	7,000
Cell UK	1,800	-	1,800	-
Whitmans	12,000	-	12,000	10,000
Siberia Trip	-	-	-	-
Tear Fund - General	1,000	-	1,000	1,000
Open Doors	1,000	-	1,000	1,000
Aprender	10,000	40	10,040	14,340
Slovenia - Cazars & Zoldos	8,000	-	8,000	6,000
Slovenia Trip	-	-	-	1,381
CMS Brazil - D&S Brito Medeiros	9,000	-	9,000	9,500
Brazil trip	278	-	278	-
Send a Cow	-	814	814	827
Lebanon visit	3,464	-	3,464	3,565
LSESD Lebanon	6,000	-	6,000	6,000
Mutual Faith Church Beirut	7,000	50	7,050	5,000
Rayak Church Lebanon	-	-	-	2,000
Nepal - R Slade	6,000	-	6,000	6,000
Nepal Trip	-	-	-	1,999
Mission Gap Year Support	500	-	500	500
Mission Expenses	288	-	288	626
Total expenditure	**89,510**	**1,162**	**90,672**	**98,406**

The activities supported in the above giving can be categorized as follows:

72% spreading the Christian message
11% improving education amongst poor worldwide
17% supporting social justice

7 TANGIBLE FIXED ASSETS

Tangible fixed assets – for use by the Church

	Fixtures & Equipment	Church Manse	1 Nelson Cottages	Church Premises	TOTAL
	£	£	£	£	£
Cost or valuation					
At 1 October 2019	59,882	710,000	516,438	3,693,970	4,980,290
Additions	6,722	-	-	-	6,722
At 30 September 2020	66,604	710,000	516,438	3,693,970	4,987,012
Depreciation					
At 1 October 2019	53,952	-	-	596,421	650,373
Charge for the year	6,440	-	-	53,141	59,581
At 30 September 2020	60,392	-	-	649,562	709,954
Net Book Value					
At 30 September 2020	6,212	710,000	516,438	3,044,408	4,277,058
At 30 September 2019	5,930	710,000	516,438	3,097,549	4,329,917

The Church Manse (2 Durleston Park Drive, Bookham) was valued in November 1991 on its introduction to the accounts and was restated to fair value on transition to FRS 102 in October 2014 by the trustees, based on professional advice. This will be treated as deemed cost going forward. It is held by The Baptist Union Corporation Ltd., as Trustee for Bookham Baptist Church.

The property at 1, Nelson Cottages was purchased in May 2004 and was restated to fair value on transition to FRS 102 in October 2014 by the trustees, based on professional advice. This will be treated as deemed cost going forward. The value above represents the 325/365th share of the property held by The Baptist Union Corporation Ltd, as Trustee for Bookham Baptist Church.

The Church premises are situated in Lower Road, Bookham.

8 DEBTORS

	2020	2019
	£	£
Income tax recoverable	11,058	22,000
Other debtors	29,645	6,663
	40,703	28,663

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Receipts in advance	8,417	6,885
Sundry creditors	20,794	6,288
	29,211	13,173

10 PROVISION FOR LIABILITIES AND CHARGES

	2020	2019
	£	£
Liability at 1 October	61,056	64,876
Deficiency contributions paid in year	(5,493)	(6,226)
Charge for the year	(16,778)	2,406
Liability at 30 September	38,785	61,056

A provision has been included for deficit contributions due to the Baptist Pension Scheme (see note 15). The current deficit reduction plan requires contributions to be made until 30 June 2026. The provision has been valued using the following assumptions set by reference to the duration of the deficit recovery payments:

Accounting date	30 September 2020	30 September 2019	30 September 2018
Discount rate	0.4%	1.5%	2.5%
Future increases to Minimum Pensionable Income	3.1%	3.4%	3.3%

11 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed assets	4,277,058	-	4,277,058
Current assets	271,361	36,308	307,669
Current liabilities	(29,211)	-	(29,211)
Liabilities due in more than one year	(38,785)	-	(38,785)
At 30 September 2020	4,480,423	36,308	4,516,731

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed assets	4,329,917	-	4,329,917
Current assets	264,788	41,982	306,770
Current liabilities	(13,173)	-	(13,173)
Liabilities due in more than one year	(61,056)	-	(61,056)
At 30 September 2019	4,520,476	41,982	4,562,458

12 FUND DETAILS

UNRESTRICTED FUNDS

	Balance at 1 October 2019	Income	Expenditure	Transfers	Balance at 30 September 2020
	£	£	£	£	£
General	191,981	545,191	(422,257)	(120,336)	194,579
Premises	-	-	(21,819)	21,819	-
Mission	4,508	5,000	(89,510)	95,000	14,998
Building	3,097,549	-	(53,141)	-	3,044,408
Manse	710,000	-	-	-	710,000
Second Manse	516,438	-	-	-	516,438
	4,520,476	550,191	(586,727)	(3,517)	4,480,423

	Balance at 1 October 2018	Income	Expenditure	Transfers	Balance at 30 September 2019
	£	£	£	£	£
General	410,147	500,248	(436,006)	(282,408)	191,981
Premises	3,485	-	(10,278)	6,793	-
Mission	5,928	-	(96,420)	95,000	4,508
Building	3,279,251	-	(53,141)	(128,561)	3,097,549
Manse	711,146	-	-	(1,146)	710,000
Second Manse	209,283	-	-	307,155	516,438
Sanctuary Refurb	833	-	-	(833)	-
	4,620,073	500,248	(595,845)	(4,000)	4,520,476

RESTRICTED FUNDS

	Balance at 1 October 2019	Income	Expenditure	Transfers	Balance at 30 September 2020
	£	£	£	£	£
CAP	21,150	17,750	(24,164)	4,000	18,736
Mission	1,000	1,162	(1,162)	-	1,000
Other	19,832	16,555	(19,332)	(483)	16,572
	41,982	35,467	(44,658)	3,517	36,308

	Balance at 1 October 2018	Income	Expenditure	Transfers	Balance at 30 September 2019
	£	£	£	£	£
CAP	14,468	18,258	(15,576)	4,000	21,150
Mission	-	2,986	(1,986)	-	1,000
Other	15,764	20,040	(15,972)	-	19,832
	30,232	41,284	(33,534)	4,000	41,982

Please see note 1(l) which gives further details of what each fund is for.
Transfers from the Other restricted funds relate to services provided by Bookham Baptist Church for use of the building and staff resources to facilitate the activities undertaken by those Funds.

13 OBLIGATIONS UNDER OPERATING LEASES

The total future minimum lease payments under non-cancellable operating leases are payable:

	2020	2019
	£	£
In the next year	3,490	3,026
In two to five years	11,197	5,149
	14,687	8,175

Lease payments of £3,490 (2019: £3,026) were recognised as an expense in the year.

14 RELATED PARTY TRANSACTIONS

During the year, these Trustees received the following remuneration:

	Rev'd Steve Elmes	Rev'd Robert Stevens	Rev'd Caroline Oliveira	Rev'd Gill Hawkins
	£	£	£	£
Stipend	39,990	28,237	23,567	20,440
"Rent" in lieu of manse provision	2,038	-	16,017	17,371
Proportion of manse owned by church	89%	100%	0%	0%
Social Security	4,324	2,702	2,057	3,822
Pension	10,776	4,016	3,244	2,718
Utilities	5,124	7,838	3,449	4,060

The following related parties received the following remuneration:

Grants were given to Leatherhead Youth Project, a charity registered in England, of £12,258 (2019: £14,200). One of the trustees, Rev'd Robert Stevens, is also a trustee of this charity.

Grants were given to Aprender, a charity registered in England, of £10,040 (2019: £14,340). One of the trustees, Neil Walker, is a trustee of this charity. Also, the husband of one of the trustees, Rev'd Gill Hawkins, works for this charity.

Payments of £7,085 were made (including an annual gift of £7,000) to the South East Baptist Association. One of the trustees, Rev'd Robert Stevens, is also a trustee of this charity.

During the year, one of the trustees, Francis Pyatt, was paid £750 to provide management and leadership training to Gillian Hawkins, who is also a trustee.

Remuneration of a minority of trustees or people connected to them is allowed under the Constitution.

In addition, four trustees (2019: seven) received expenses totalling £2,360 (2019: £6,679) in respect of travel, subsistence, books and sundries.

During the year Rev'd Steve Elmes, Rev'd Robert Stevens, Rev'd Gill Hawkins and Rev'd Caroline Hughes were provided with accommodation.

Total remuneration of Key Management Personnel, which comprises the total remuneration of the above Trustees, amounted to £208,610 (2019: £197,728).

15 PENSION COMMITMENTS AND OTHER POST-RETIREMENT BENEFITS

Defined benefit scheme

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

For any month, each participating employer in the Scheme pays contributions as set out in the Schedule of Contributions in force at that time.

The Scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable towards benefits and expenses accrued in that year, plus any impact of deficiency contributions (see below).

The Ministers are eligible to join the Scheme.

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. The further 4% contribution rate is reduced to 3% for Employer Contributions made to the Segregated DC Arrangement.

Benefits in respect of service prior to 1 January 2012 are provided through the Defined Benefit (DB) Plan within the Scheme. The main benefits for pre-2012 service were a defined benefit 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. 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.

Actuarial valuation at 31 December 2019

A formal valuation of the Defined Benefit (DB) Plan was performed at 31 December 2019 by a professionally qualified Actuary using the Projected Unit Method. The market value of the DB Plan assets at the valuation date was £298 million.
The valuation of the DB Plan revealed a deficit of assets compared with the value of liabilities of £18 million (equivalent to a past service funding level of 94%). The Church and the other employers supporting the DB Plan are collectively responsible for funding this deficit.

The key financial assumptions underlying the valuations were as follows:

RPI price inflation assumption	3.20% pa
CPI price inflation assumption	2.70% pa
Minimum Pensionable Income increases (RPI)	3.20% pa
Assumed investment returns	
- Pre-retirement	2.95% pa
- Post retirement	1.70% pa
Deferred pension increases	
- Pre April 2009	3.20% pa
- Post April 2009	2.50% pa
Pension increases	
- Main Scheme pension	2.70% pa

15 PENSION COMMITMENTS AND OTHER POST-RETIREMENT BENEFITS (continued)

Post-retirement mortality in accordance with 80% of the S3NFA and S3NMA tables, with allowance for future improvements in mortality rates from 2013 in line with the CMI 2019 core projections, with a long term annual rate of improvements of 1.75% for males and 1.5% 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.

Recovery plan

In addition to the contributions to the DC Plan set out above, where a valuation of the DB Plan revealed 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 dated 30 September 2020, deficiency contributions are payable until 30 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. However, the Trustee and the Council agreed a 50% reduction for all deficiency contributions payable between 1 July 2020 and 31 December 2020.

Defined contribution schemes

The Church also makes contributions to defined contribution pension schemes. The assets of these schemes are held separately from those of the Church in independently administered funds. The pension cost and charge represents contributions payable by the Church to these funds and amounted to £4,016 (2019: £3,814).