

**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**

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<b>Ministry Team</b>	Rev'd Stephen Elmes Rev'd Robert Stevens Rev'd Caroline Oliveira Rev'd Gillian Hawkins	
<b>Trustees</b>	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	
<b>Charity number</b>	1129903	
<b>Bank</b>	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
<b>Trustee for Bookham Baptist Church</b>	The Baptist Union Corporation Ltd PO Box 44, 129 Broadway Didcot Oxon OX11 8RT	
<b>Auditor</b>	Jacob, Cavenagh & Skeet 5 Robin Hood Lane Sutton SM1 2SW	
<b>Main address</b>	Lower Road Great Bookham Leatherhead Surrey KT23 4DH	
<b>Key Management Personnel</b>	All Trustees Ministry Team	

## BOOKHAM BAPTIST CHURCH TRUSTEES' ANNUAL REPORT 2020

### 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 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.

## **BOOKHAM BAPTIST CHURCH**

### **TRUSTEES' ANNUAL REPORT 2020 (Continued)**

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**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.



## BOOKHAM BAPTIST CHURCH TRUSTEES' ANNUAL REPORT 2020 (Continued)

### 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 24<sup>th</sup> 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.

## **BOOKHAM BAPTIST CHURCH**

### **TRUSTEES' ANNUAL REPORT 2020 (Continued)**

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#### **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;

**BOOKHAM BAPTIST CHURCH**  
**TRUSTEES' ANNUAL REPORT 2020 (Continued)**

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**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



## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF BOOKHAM BAPTIST CHURCH

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### 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.

# INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF BOOKHAM BAPTIST CHURCH (CONTINUED)

## 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](http://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: 12 April 2021

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 2020**

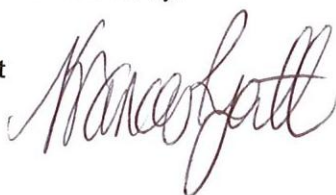
	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
<b>Income from:</b>							
Donations and legacies	2a	461,054	18,912	479,966	412,041	21,244	433,285
Investments	2b	1,327	-	1,327	603	-	603
Charitable activities	2c	77,817	16,055	93,872	80,622	17,010	97,632
Other sources	2d	9,993	500	10,493	6,982	3,030	10,012
<b>TOTAL INCOME</b>		<b>550,191</b>	<b>35,467</b>	<b>585,658</b>	<b>500,248</b>	<b>41,284</b>	<b>541,532</b>
<b>Expenditure on:</b>							
Charitable activities	3	586,727	44,658	631,385	595,845	33,534	629,379
<b>TOTAL EXPENDITURE</b>		<b>586,727</b>	<b>44,658</b>	<b>631,385</b>	<b>595,845</b>	<b>33,534</b>	<b>629,379</b>
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		<b>4,480,423</b>	<b>36,308</b>	<b>4,516,731</b>	<b>4,520,476</b>	<b>41,982</b>	<b>4,562,458</b>

**BOOKHAM BAPTIST CHURCH**  
**BALANCE SHEET**  
**AS AT 30 SEPTEMBER 2020**

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

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**

	<b>2020</b>		<b>2019</b>	
	£	£	£	£
<b>Cash used in operating activities (see below)</b>		(5,746)		(126,689)
<b>Cash flows from investing activities</b>				
Interest received	1,327		603	
Payments to acquire tangible fixed assets	(6,722)		(5,195)	
<b>Cash used in investing activities</b>		(5,395)		(4,592)
<b>Net cash outflow</b>		(11,141)		(131,281)
Cash and cash equivalents at 1 October 2019		198,107		329,388
<b>Cash and cash equivalents at 30 September 2020</b>		<u>186,966</u>		<u>198,107</u>
<b>Cash flows from operating activities</b>				
<b>Net expenditure</b>		(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)
<b>Cash used in operating activities</b>		<u>(5,746)</u>		<u>(126,689)</u>



**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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**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.



**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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**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.

**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**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.

**BOOKHAM BAPTIST CHURCH**  
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**2 INCOME FROM:**

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2020 £	2019 £
<b>2a Donations and legacies</b>				
<i>Donations and Gifts</i>	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	<u>461,054</u>	<u>18,912</u>	<u>479,966</u>	<u>433,285</u>
<b>2b Investments</b>	1,327	-	1,327	603
Bank interest				
<b>2c Charitable activities</b>	77,203	1,903	79,106	85,921
Playgroup income	614	14,152	14,766	11,711
Other events and activities	<u>77,817</u>	<u>16,055</u>	<u>93,872</u>	<u>97,632</u>
<b>2d Other sources</b>	1,963	-	1,963	3,438
Rent	3,662	-	3,662	-
Coronavirus Job Retention Scheme grant	4,368	500	4,868	6,574
Other income	<u>9,993</u>	<u>500</u>	<u>10,493</u>	<u>10,012</u>
<b>TOTAL INCOME</b>	<u>550,191</u>	<u>35,467</u>	<u>585,658</u>	<u>541,532</u>

**BOOKHAM BAPTIST CHURCH**  
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**3 EXPENDITURE ON:**

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	2019 £
<b>Charitable activities</b>					
Grants made in furtherance of the Church's objectives					
	Home and overseas mission	6	89,510	1,162	90,672
	CAP		-	10,589	10,589
			89,510	11,751	101,261
<b>Ministry costs</b>					
	Staff costs	4	256,075	13,575	269,650
	Children and youth work		4,271	7,538	11,809
	Other ministry costs		13,675	3,764	17,439
	Playgroup costs incl.salaries		74,295	8,030	82,325
			348,316	32,907	381,223
<b>Church and manse expenses</b>					
	Church running costs		16,499	-	16,499
	Manse running costs		20,921	-	20,921
	Repairs to premises		21,819	-	21,819
	Office expenses		7,573	-	7,573
	Governance costs: Audit fees		5,442	-	5,442
	Other resources		17,066	-	17,066
	Depreciation		59,581	-	59,581
			148,901	-	148,901
<b>TOTAL EXPENDITURE</b>					
			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
	<b>269,650</b>	<b>277,975</b>
Playgroup salaries	79,614	53,913
	<b>349,264</b>	<b>331,888</b>

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).

**BOOKHAM BAPTIST CHURCH**  
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**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			
	Designated £	Restricted £	Total £	2019 £
<b>Local</b>				
Anna Chaplaincy	1,000	-	1,000	-
Oasis	595	-	595	968
B@attitude	1,500	-	1,500	1,500
Leatherhead Youth Project	12,000	258	12,258	14,200
<b>National &amp; Overseas</b>				
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
<b>Total expenditure</b>	<b>89,510</b>	<b>1,162</b>	<b>90,672</b>	<b>98,406</b>

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

**BOOKHAM BAPTIST CHURCH**  
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**7 TANGIBLE FIXED ASSETS**

Tangible fixed assets – for use by the Church

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

The Church Manse (2 Durlleston 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 325/365<sup>th</sup> 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**

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

**9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

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



**BOOKHAM BAPTIST CHURCH**  
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**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	<u>38,785</u>	<u>61,056</u>

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	<u>4,480,423</u>	<u>36,308</u>	<u>4,516,731</u>
	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	<u>4,520,476</u>	<u>41,982</u>	<u>4,562,458</u>

**BOOKHAM BAPTIST CHURCH**  
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**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
	<u>4,520,476</u>	<u>550,191</u>	<u>(586,727)</u>	<u>(3,517)</u>	<u>4,480,423</u>

	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)	-
	<u>4,620,073</u>	<u>500,248</u>	<u>(595,845)</u>	<u>(4,000)</u>	<u>4,520,476</u>

**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
	<u>41,982</u>	<u>35,467</u>	<u>(44,658)</u>	<u>3,517</u>	<u>36,308</u>

	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
	<u>30,232</u>	<u>41,284</u>	<u>(33,534)</u>	<u>4,000</u>	<u>41,982</u>

Please see note 1(i) 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.

**BOOKHAM BAPTIST CHURCH**  
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**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
	<u>14,687</u>	<u>8,175</u>

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).

