

**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**

<b>Contents</b>	<b>Page</b>
Reference and Administrative Details	1
Trustees' Annual Report	2-5
Auditors' Report	6-8
Statement of Financial Activities	9
Balance Sheet	10
Statement of Cash Flows	11
Notes to the Financial Statements	12-23

**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 – 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	
<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 properties</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	

### **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 the six 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;



## **BOOKHAM BAPTIST CHURCH**

### **TRUSTEES' ANNUAL REPORT 2022 (Continued)**

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#### **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 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.

#### **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.

## **BOOKHAM BAPTIST CHURCH**

### **TRUSTEES' ANNUAL REPORT 2022 (Continued)**

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#### **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.

BOOKHAM BAPTIST CHURCH  
TRUSTEES' ANNUAL REPORT 2022 (Continued)

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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

## 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 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.



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

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### **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.

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

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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](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: 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**

		Unrestricted Funds	Restricted Funds	Total Funds 2022	Unrestricted Funds	Restricted Funds	Total Funds 2021
	Note	£	£	£	£	£	£
<b>Income from:</b>							
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
<b>TOTAL INCOME</b>		<b>549,733</b>	<b>26,583</b>	<b>576,316</b>	<b>571,079</b>	<b>32,755</b>	<b>603,834</b>
<b>Expenditure on:</b>							
Charitable activities	3	564,657	38,522	603,179	620,091	37,534	657,625
<b>TOTAL EXPENDITURE</b>		<b>564,657</b>	<b>38,522</b>	<b>603,179</b>	<b>620,091</b>	<b>37,534</b>	<b>657,625</b>
<b>Net income/(expenditure) before transfers</b>		<b>(14,924)</b>	<b>(11,939)</b>	<b>(26,863)</b>	<b>(49,012)</b>	<b>(4,779)</b>	<b>(53,791)</b>
<b>Transfers between funds</b>	12	(4,000)	4,000	-	(2,550)	2,550	-
<b>Net movement in funds</b>		<b>(18,924)</b>	<b>(7,939)</b>	<b>(26,863)</b>	<b>(51,562)</b>	<b>(2,229)</b>	<b>(53,791)</b>
<b>Balances brought forward at 1 October 2021</b>	1c	4,428,861	34,079	4,462,940	4,480,423	36,308	4,516,731
<b>Balances carried forward at 30 September 2022</b>		<b>4,409,937</b>	<b>26,140</b>	<b>4,436,077</b>	<b>4,428,861</b>	<b>34,079</b>	<b>4,462,940</b>

**BOOKHAM BAPTIST CHURCH**  
**BALANCE SHEET**  
**AS AT 30 SEPTEMBER 2022**

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

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**

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	<b>2022</b>		<b>2021</b>	
	£	£	£	£
<b>Cash (used in)/provided by operating activities (see below)</b>		(55,728)		10,182
<b>Cash flows from investing activities</b>				
Interest received	713		1,183	
Proceeds on disposal	750		-	
Payments to acquire tangible fixed assets	(1,497)		(6,021)	
<b>Cash used in investing activities</b>		(34)		(4,838)
<b>Net cash (outflow)/inflow</b>		(55,762)		5,344
Cash and cash equivalents at 1 October 2021		272,310		266,966
<b>Cash and cash equivalents at 30 September 2022</b>		<u>216,548</u>		<u>272,310</u>
<b>Cash flows from operating activities</b>				
<b>Net expenditure</b>		(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)
<b>Cash (used in)/provided by operating activities</b>		<u>(55,728)</u>		<u>10,182</u>

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**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

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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.

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.

**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

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**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.

**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

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**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 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.

**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

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**2 INCOME FROM:**

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2022 £	2021 £
<b>2a Donations and legacies</b>				
<i>Donations and Gifts</i>				
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
	<b>449,082</b>	<b>16,594</b>	<b>465,676</b>	<b>481,779</b>
<b>2b Investments</b>				
Bank interest	713	-	713	1,183
<b>2c Charitable activities</b>				
Playgroup income	87,021	2,489	89,510	98,935
Other events and activities	6,183	7,500	13,683	12,621
	<b>93,204</b>	<b>9,989</b>	<b>103,193</b>	<b>111,556</b>
<b>2d Other sources</b>				
Rent	60	-	60	323
Coronavirus Job Retention Scheme grant	-	-	-	6,271
Other income	6,674	-	6,674	2,722
	<b>6,734</b>	<b>-</b>	<b>6,734</b>	<b>9,316</b>
<b>TOTAL INCOME</b>	<b>549,733</b>	<b>26,583</b>	<b>576,316</b>	<b>603,834</b>

**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**3 EXPENDITURE ON:**

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	2021 £
<b>Charitable activities</b>					
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
		<b>103,824</b>	<b>9,533</b>	<b>113,357</b>	<b>105,938</b>
<b>Ministry costs</b>					
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
		<b>359,827</b>	<b>28,989</b>	<b>388,816</b>	<b>408,364</b>
<b>Church and manse expenses</b>					
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
		<b>101,006</b>	<b>-</b>	<b>101,006</b>	<b>143,323</b>
<b>TOTAL EXPENDITURE</b>		<b>564,657</b>	<b>38,522</b>	<b>603,179</b>	<b>657,625</b>

**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
	<b>279,286</b>	<b>303,536</b>
Playgroup salaries	67,515	66,087
Children's Centre staff costs	8,137	7,344
	<b>354,938</b>	<b>376,967</b>

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.

**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**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**

	<b>2022</b>			
	<b>Designated</b>	<b>Restricted</b>	<b>Total</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Local</b>				
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
<b>National &amp; Overseas</b>				
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
<b>Total expenditure</b>	<b>103,824</b>	<b>1,270</b>	<b>105,094</b>	<b>97,233</b>

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



**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**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>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost or valuation</b>					
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	<u>68,725</u>	<u>710,000</u>	<u>516,438</u>	<u>3,693,970</u>	<u>4,989,133</u>
<b>Depreciation</b>					
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	<u>64,779</u>	<u>-</u>	<u>-</u>	<u>702,703</u>	<u>767,482</u>
<b>Net Book Value</b>					
At 30 September 2022	<u>3,946</u>	<u>710,000</u>	<u>516,438</u>	<u>2,991,267</u>	<u>4,221,651</u>
At 30 September 2021	<u>6,254</u>	<u>710,000</u>	<u>516,438</u>	<u>2,991,267</u>	<u>4,223,959</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. It is held by The Baptist Union Corporation Ltd., as Trustee for Bookham Baptist Church.

**8 DEBTORS**

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



**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

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

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

**10 PROVISION FOR LIABILITIES AND CHARGES**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
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	<u>-</u>	<u>32,975</u>

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

**11 ANALYSIS OF NET ASSETS BY FUND**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
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	<u>4,409,937</u>	<u>26,140</u>	<u>4,436,077</u>

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
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	<u>4,428,861</u>	<u>34,079</u>	<u>4,462,940</u>

**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**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
	<u>4,428,861</u>	<u>549,733</u>	<u>(564,657)</u>	<u>(4,000)</u>	<u>4,409,937</u>

	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
	<u>4,480,423</u>	<u>571,079</u>	<u>(620,091)</u>	<u>(2,550)</u>	<u>4,428,861</u>

**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
	<u>34,079</u>	<u>26,583</u>	<u>(38,522)</u>	<u>4,000</u>	<u>26,140</u>

	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
	<u>36,308</u>	<u>32,755</u>	<u>(37,534)</u>	<u>2,550</u>	<u>34,079</u>

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.

**BOOKHAM BAPTIST CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**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).