

BOOKHAM BAPTIST CHURCH
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 SEPTEMBER 2024

Charity Number: 1129903

BOOKHAM BAPTIST CHURCH
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 SEPTEMBER 2024

Contents	Page
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	12-21

BOOKHAM BAPTIST CHURCH

REFERENCE AND ADMINISTRATIVE DETAILS

Ministry Team	Rev'd Stephen Elmes (Resigned March 2024) Rev'd Caroline Oliveira Rev'd Gillian Hawkins	
Trustees	Rev'd Stephen Elmes (Resigned March 2024) Rev'd Caroline Oliveira Rev'd Gillian Hawkins Mr Matthew Downey Dr Daniel Commandeur Mrs Frances Pyatt Mr David Taggart	
Charity number	1129903	
Bank	CAF Bank Kings Hill West Malling Kent ME19 4TA	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
	Charity Bank Fosse House 182 High Street Tonbridge TN9 1BE	
Trustee for Bookham Baptist Church properties	The Baptist Union Corporation Ltd PO Box 44, 129 Broadway Didcot Oxon OX11 8RT	
Auditor	Xeinadin Audit Limited 5 Robin Hood Lane Sutton SM1 2SW	
Main address	Lower Road Great Bookham Leatherhead Surrey KT23 4DH	
Key Management Personnel	All Trustees Ministry Team	

Overview of the year Oct 23 – Sept 24

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

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

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

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

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

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

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

Baptism and Membership

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

Helping People Find Faith

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

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

BOOKHAM BAPTIST CHURCH

TRUSTEES' ANNUAL REPORT 2024 (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 currently an unincorporated association and is a member of the Baptist Union of Great Britain (Baptist Union) and the South Eastern Baptist Association (SEBA). In line with BU advice, solicitors' Anthony Collins have been appointed to move the Church to an Incorporated association which is expected to complete in 2025. The Church occupies premises which are held by the Baptist Union Corporation Limited.

Governing document

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

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

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

Trustee election and training

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

Key Management Personnel

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

Volunteers

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

Public benefit

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

Fundraising policy

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

Risk management policy

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

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

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

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

Financial review

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

Reserves policy

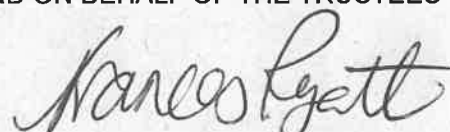
We aim to maintain free cash reserves equivalent to 3 months' budgeted expenditure. Unrestricted general funds, excluding fixed assets, at 30 September 2024 amounted to £202,997 (2023: £188,457), which represents 4 months budgeted expenditure.

Grant-making policy

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

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

FOR AND ON BEHALF OF THE TRUSTEES



Frances Pyatt
Chair of Trustees
19 March 2025

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

Opinion

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

In our opinion, the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

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

We have nothing to report in this regard.

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

Matters on which we are required to report by exception

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

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

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

Responsibilities of the trustees

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

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

Auditor's responsibilities for the audit of the financial statements

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

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

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

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

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

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

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

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

Auditor's responsibilities for the audit of the financial statements (continued)

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

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

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

Use of our report

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

Xeinadin Audit Limited

Xeinadin Audit Limited
Statutory Auditor
Chartered Accountants

5 Robin Hood Lane
Sutton
Surrey
SM1 2SW

Date: *28 March 2025*

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

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

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

BOOKHAM BAPTIST CHURCH
BALANCE SHEET
AS AT 30 SEPTEMBER 2024

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

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



Frances Pyatt
Chair

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

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

Analysis of changes in net debt

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

BOOKHAM BAPTIST CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

1 Accounting Policies

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

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

a) Basis of preparation

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

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

b) Going concern

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

c) Fund Accounting

The funds held by the Church are either:

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

d) Income

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

e) Freehold Property and Depreciation

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

f) Plant and Equipment

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

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

BOOKHAM BAPTIST CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024 (continued)

1 Accounting Policies (continued):

g) Taxation

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

h) Operating Leases

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

i) Pensions

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

j) Grants Paid

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

k) Expenditure

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

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

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

l) Funds

Unrestricted

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

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

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

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

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

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

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

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

Restricted

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

BOOKHAM BAPTIST CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024 (continued)

1 Accounting Policies (continued):

l) Funds (continued)
Restricted (continued)

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

m) Debtors

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

n) Short-term deposits

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

o) Cash at bank and in hand

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

p) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount. Provisions have been calculated at the best estimate of the settlement amount and then discounted back to present value at the reporting date.

q) Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2 INCOME FROM:

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

BOOKHAM BAPTIST CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024 (continued)

3 EXPENDITURE ON:

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

4 STAFF COSTS

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

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

BOOKHAM BAPTIST CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024 (continued)

5 GRANTS

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

6 Donations to Support Activities by Others

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

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

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

BOOKHAM BAPTIST CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024 (continued)

7 TANGIBLE FIXED ASSETS

Tangible fixed assets – for use by the Church

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

Church manse

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. Title is held by The Baptist Union Corporation Limited, as trustee for Bookham Baptist Church.

Nelson Cottages

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

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

Church premises

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

8 DEBTORS

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

BOOKHAM BAPTIST CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024 (continued)

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

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

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

10 ANALYSIS OF NET ASSETS BY FUND

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

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

BOOKHAM BAPTIST CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024 (continued)

11 FUND DETAILS

UNRESTRICTED FUNDS

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

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

RESTRICTED FUNDS

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

BOOKHAM BAPTIST CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024 (continued)

11 FUND DETAILS (continued)

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

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

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

12 OBLIGATIONS UNDER OPERATING LEASES

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

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

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

13 RELATED PARTY TRANSACTIONS

During the year, these Trustees received the following remuneration:

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

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

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

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

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

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

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

There were no other related party transactions during the year.

14 PENSION COMMITMENTS AND OTHER POST-RETIREMENT BENEFITS

Defined contribution schemes

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