

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR YEAR ENDED

31.12.2021

REIGATE PARK UNITED REFORMED CHURCH

CHARITY REGISTRATION NUMBER: 1130103

REIGATE PARK CHURCH UNITED REFORMED CHURCH CHARITY REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st DECEMBER 2021

INTRODUCTION

This report is produced in accordance with the requirements of FRS 102 and the Statement of Recommended Practice (FRS 102) issued by the Charities Commission.

OBJECTIVES AND ACTIVITIES

As a local congregation of the United Reformed Church, Reigate Park seeks to advance the Christian religion through its activities and the facilities offered to the community by its building, and described more specifically in its mission statement which states:

Travelling together with Jesus in faith, hope and love.

Reaching out with God's care and love for all.

The Elders' Meeting is aware of the Charity Commission's guidance on public benefit in "The Advancement of Religion for the Public Benefit" and has regard to it in the administration of the Church. The Elders' Meeting believes that the Church provides benefit to the public by:

- providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for the congregation and for anyone else who wishes to benefit from what the Church offers
- promoting Christian values and service by members of the congregation to the community, for the benefit of individuals and society as a whole.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The activities of Reigate Park United Reformed Church are overseen by the Elders' Meeting of the Church in accordance with the provisions of The Structure of the United Reformed Church. This is determined by the General Assembly of the United Reformed Church, and supplemented by the constitution of Reigate Park United Reformed Church. The governing document of the registered charity is a statement adopted by the Church Meeting on 17th March 2009. The Church Meeting consists of those persons who have been admitted to the full privileges and responsibilities of membership of the United Reformed Church and whose names are included on the membership roll of such local Church. The Church Meeting has the ultimate authority on the life and work of the Church. The Elders' Meeting is responsible for the financial administration of the Church, and the care and maintenance of Church premises and the Manse, provide advice and recommendations to the Church Meeting whilst fulfilling their responsibilities as Trustees. The members of the Elders' Meeting are the trustees of the registered charity during their period of service as Elders. Up to 12 members of Reigate Park Church can be nominated and elected at Church meeting by the members of Reigate Park Church to serve as Elders. Elders serve for 3 years, retire by rotation and are eligible for re-election. There is normally a limit of two consecutive periods of 3 years of service. The Elders Meeting met 11 times during the year, to oversee our pastoral responsibility and continued smooth running of the church. The Elders are assisted in the administration of the Church and its property by committees established for: Finance, Premises and Management, Media Group, Social and Fundraising and the Worship Planning Group.

These committees report to Elders and Church Meeting at least annually. The Church had a full time Minister for the first 5 months of the year, paid from the URC central Ministry and Mission Fund, a Local Church Leader and employed three part time members of staff, the Church Administrator, Church & Community Manager and Caretaker. A contractor was used for cleaning for the year.

The Church building and the Manse at 7 Priory Drive, Reigate, Surrey RH2 8AF are vested in Southern Synod Trust as trustees and held for the benefit of Reigate Park URC in accordance with the trusts applicable to URC properties. The Manse is currently being rented out as we are in Vacancy.

ADMINISTRATIVE INFORMATION

Name and Status

Reigate Park United Reformed Church Charity is a local church of the United Reformed Church in Great Britain, and is a member church of Southern Synod of the Church. It was registered on 11th June 2009 as Charity Number 1130103.

Reigate Park Church is situated at Park Lane East, Reigate, Surrey, RH2 8BD. Tel: 01737 249766 email office@reigateparkchurch.org The Church Office is normally open Monday – Friday 9 am – 1 pm.

Trustees

Those who served during 2021 were:

Helen Conway	Mavis Proctor	Lynne Skinner
Susan Knight	Hannah Robertson	George Watt (January-May)
Kevin Lewis	Margaret Samuel	Reuben Watt (January-May)
Christina Papworth		

The members of the Elders' Meeting for the time being are recognised as the charity trustees.

Trustees' Responsibilities Statement

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 & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources 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 Charities SORP 2015 (FRS 102)
- 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
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 and the Charity (Accounts and Reports) Regulations 2008. 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.

Trustees receive advice and training on all matters necessary to enable them to perform their duties. The Trustees are aware of their responsibilities for assessing and managing the risks faced by the church and continue to implement plans to mitigate those risks. The principal risks to the finances and continuity of the church are the church buildings. This is addressed by a regular programme of maintenance and improvement.

Independent Examiner

The Independent Examiner is Mr Keith Halstead MA (Oxon) FCA 60 Woodcote Hurst, Epsom Surrey KT18 7DT.

The Church building and the manse at 7 Priory Drive, Reigate, Surrey RH2 8AF are vested in Southern Synod Trust as trustees and held for the benefit of Reigate Park URC in accordance with the trusts applicable to URC properties.

FINANCIAL REVIEW

Details of the Church's Income and Expenditure and its assets at the year-end are given in the Financial Statements for the year. In 2021 there was a deficit of £2,007 (2020 – deficit of £23,141). Income increased during 2021 because of the rental income received on the vacant Manse. This was ring fenced as a designated fund and any rental income is to be used for the renovation of the Manse. This is in accordance with Synod's rules. Also there was a rise in the number of lettings once the Church premises re-opened following the COVID-19 pandemic. Three members of staff continued to be on the Job Retention Scheme in 2021 until September. This scheme has helped to significantly limit the church's expenses during this difficult time.

The Trustees have designated £70,000 to hold in reserve for the 2021 financial year in accordance with the Reserves Policy (The equivalent of four months general running costs, three month's salary costs and likely capital expenditure.)

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

- We have continued to work on the 6 Priorities listed below which were identified and accepted at a Church Meeting on 17 April 2016 following the LMMR process. This is ongoing and is an intrinsic part of the monthly Elders meeting Agenda.
 1. Address the reasons for falling attendance at Sunday service
We have encouraged more participation in services

We have varied the types of service and hymns/songs
 2. Encourage more people to volunteer, to spread the workload of the many jobs that are central to the life of the church

Regular pieces in The Record supplemented by notices requesting specific help.

We have reviewed the pastoral care system and ensured that it is understood.
 4. Improve communications with the large number of organisations and groups that use the premises
 6. Encourage awareness of how the church's environmental footprint could be reduced.

- We began the year still in Lockdown, attempting to maintain church life through Zoom e.g. by online coffee mornings. We have kept up regular communications with the extended Church Family through a weekly newsletter and the monthly Record magazine.
- We continued to develop our pastoral support by encouraging all link people to keep in weekly contact with their groups.
- Regular church meetings were held starting in February on Zoom and U Tube .We shared Revd. Bridget Banks' induction as Moderator of Southern Synod online as well as the World Day of Prayer.
- Mothers' Day cards were sent to Junior Church children for colouring and Link people distributed Mothers' Day and Easter cards with information about online services to all the church family.
- Easter services were streamed and an online coffee morning was held afterwards.
- We hoped to re- open the church buildings in February but it was postponed to May and a comprehensive risk assessment was drawn up in accordance with Government and Synod Guidelines.
- On the 2nd May the church finally re-opened in accordance with Government and Synod guidelines regarding COVID safety. We gradually lifted restrictions as advised but still have hand gel available and masks can be worn if preferred.
- Revd. George Watt our Minister was appointed Moderator for Thames North and announced that he would be leaving in May 2021. Until then he would continue to convene the Synod Council and be a Synod Trustee. Revd. Watt would also continue as a member of the URC Mission Council representing Southern Synod and Chair of Trustees for Sparkfish, the churches' ministry in local schools.
- On the 23rd of May we were thankful to be able to celebrate Revd. Watt's time with us in person.
- On 5th June, Revd. George Watt's induction service was live-streamed, and many of us were able to share the moment. With agreement from Southern Synod the Watt family continued to live in the Manse until suitable accommodation could be found with the income being used for any repairs and maintenance. Once the family left we asked Synod for permission to rent the Manse out. This was agreed by Synod with the proviso that all rental income be used for any maintenance of the building.
- In July Revd. Sue Chapman was appointed as our Interim Moderator to see us through the vacancy process. She was later replaced by the Revd. Ted Bellingham.
- A Vacancy Committee was established comprising, Mr Dave Cooper as Convener, Mrs Susan Knight, Mrs Tina Papworth, Mrs Paula and Mr Andrew Sowton, Mrs Judy Fowler, Mrs Jill Day, Mr Dave Mercer and Mrs Karen Best. Miss Claire Best may be co- opted at a later date to elicit a young persons' ideas.
- We have tried to get church life back to some semblance of normality although most meetings were held online rather than in person Numbers of church attendees have been gradually growing and we are trying to maintain contact with all the church family and encourage them to return when they feel comfortable but numbers are still lower than pre-COVID.
- LEAPS nursery continued to use the downstairs section of the church premises for part of the year and this maintained some level of income for the church as all other groups formally using our building had ceased.
- Gradually some of the groups that had used our premises before COVID returned starting with dance and drama groups and we held the local council elections on the 6th of May.

- The Church Book Club continued to regularly meet via Zoom discussing a variety of books.
- The Scouts came back on in May and Toddlers began again in June but most groups didn't return until September thus causing a considerable deficit in our finances.
- MacMillan coffee morning was held in the Park Room on 24th September and raised £162 for the charity.
- On the 3rd of September we were delighted to have the annual Junior Church Barbecue at the Bolton's house, which was a welcome return to normality.
- On the 3rd October we had a traditional Harvest Festival which was well attended.
- The Memorial book Service on the 17th October also went well as many people needed to remember their loved ones lost in the past year.
- Remembrance Sunday on the 14th November was also well attended with Mrs Knight continuing the service at Reigate Park while Mrs Lynne Skinner our Synod Recognised Lay Preacher led us in sharing the second part of the service with our neighbouring Church of England, St Luke's, as we had previously done and many commented how lovely it was to be together again.
- 28th November RPC Elders led morning worship to share the load for leading services. It went well and the Elders felt confident to lead some more services. It was also suggested that Junior Church would lead one, so as to encourage young people to participate at church.
- We continued to vary the service formats to try and keep things fresh.
- We had a busy Christmas comprising:
 - The tree and toy service on the 5th December which went well and numerous children's books were collected books for Homestart.
 - The Nativity service on the 12th of December was well attended and was a modern twist on the original story. Amazingly, although there was little rehearsal the children responded to Mrs Sowton's prompts brilliantly.
 - On the 19th December we had a café style Carol Service which was most enjoyably accompanied by some delicious mince pies.
 - Mrs Knight led a Crib and Christingle Service on the 24th December.
 - Midnight Communion was celebrated in the evening of the 24th December.
 - Mrs Knight led the traditional family morning service 25th December where young and old are encouraged to share which gift they had opened that morning with the emphasis on Jesus being the best gift we could receive.
- As a church we are committed to charities. We raised money for Macmillan Cancer Care and Renewed Hope, which works with the homeless. At Harvest we supported Loveworks Food Bank with money and food. We also supported Homestart and shared information as to how to support Crawley Open House with clothes and food.
- CoCo's Foundation and Leprosy Mission are ongoing charities that Reigate Park support during the year.
- During 2021 we did not have any baptisms or weddings. Sadly 11 of our church family died during the year and 5 held funerals at our church. We did not receive any new members into Church Membership.
- We are also proud to be an Eco-Church and have been awarded Bronze level. We are now working towards Silver and Gold.
- On-Line communications continue to attract a growing number of people and organisations via the church website, Facebook and YouTube.
- Work has continued on maintaining the fabric of the church building albeit at a slower pace.

- Mrs Knight continues to lead worship in her role as Local Church Leader at Reigate Park Church. She is also an Assembly Accredited Lay Preacher and Chair of Elders. Sue is Lay Preaching Commissioner for the Southern Synod, sits on the Synod Ministries Committee and convenes and chairs the Synod Lay Preaching Coordinators Meeting
- Mrs Lynne Skinner and Mrs Victoria Clifford, as Synod Recognised Lay Preachers have supported worship in our own and other local churches.
- Looking back over 2021 the Minister and Elders worked hard to continue to offer effective leadership in helping the Church to fulfil its aims and objectives. The Elders met fortnightly on Zoom and then in person to discuss the needs of the Church Family and how best to meet them. The Church is assisted by the numerous volunteers who give tirelessly of their time and effort to ensure Reigate Park Church continues to fulfil its place within the local community.
- The priorities for 2022 are continuing to review the LMMR report to ensure it is a 'living document' including updating the action plan. This will form part of Scoping for a new minister as Revd. Watt left us in May to become Moderator of Thames North Synod. We have been in vacancy since June 2021. We are also following up the Quinquennial Report of 2019. Reigate Park will work towards appointing a new Children and Family Worker.

This report was approved by the Elders Meeting on 13 October 2022. This report is signed on its behalf by:



Mrs Susan Knight – Chair of Elders and Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
REIGATE PARK UNITED REFORMED CHURCH**

I report to the charity trustees on my examination of the accounts of the Reigate Park United Reformed Church (the Church) for the year ended 31 December 2021.

Responsibilities and basis of report

The Elders as Charity Trustees of the Church are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Church's accounts as carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Church as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed by the Independent Examiner

Signature: 

Date: 27/10/2022

Keith Halstead MA (Oxon) FCA
60 Woodcote Hurst
Epsom
Surrey KT18 7DT

REIGATE PARK UNITED REFORMED CHURCH
FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2021
STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2021 Total £	Last Year 2020 Total £
INCOMING RESOURCES						
Offerings		60,283			60,283	60,568
Donations		3,166	1,595		4,761	4,295
Monies raised for outside causes	3			553	553	1,964
Gift Aid tax repayments		10,961	60		11,021	14,989
Church weekend						
Legacies						650
Property income from use of premises	4	39,014	19,895		58,909	34,428
Insurance Claim					-	1,209
Bank interest & investment income		754			754	961
Sundry income		2,034			2,034	1,731
Total receipts		116,212	21,550	553	138,315	120,795
RESOURCES EXPENDED						
Ministry & Mission Fund		65,669			65,669	66,466
Church running costs	5	50,510			50,510	52,296
Minister's and manse expenses	6	6,132			6,132	6,815
Programme activity costs	7	1,009		97	1,106	5,015
Support of outside causes				487	487	2,268
Maintenance and repairs			12,418		12,418	10,402
Sundry expenses		1,494			1,494	265
Special project payments			2,507		2,507	410
Total payments		124,814	14,925	584	140,323	143,937
INCOME/EXPENDITURE		-8,602	6,625	-31	-2,007	-23,141
TRANSFERS between funds						
Gross transfers between funds - in		10,000	13,000	100	23,100	25,559
Gross transfers between funds - out		-100	-23,000		-23,100	-25,559
TOTAL FUNDS b/fwd 1 January 2021		-156	170,569	58,720	229,132	252,274
TOTAL FUNDS c/fwd 31 December 2021		1,142	167,194	58,789	227,125	229,132

**REIGATE PARK UNITED REFORMED CHURCH
STATEMENT OF ASSETS AND LIABILITIES**

		This Year 2021 <u>Total £</u>	Last Year 2020 <u>Total £</u>
	<u>Note</u>		
Tangible Assets	8	3,696	3,208
Monetary assets			
Cambridge & Counties Bank		84,695	83,941
National Westminster current		106,678	65,261
Charities Aid Foundation current		31,788	76,632
Petty Cash		268	90
Total monetary assets	9	223,429	225,924
Debtors			
Outside causes unbanked collections		0	0
Prepayments		0	0
Other Debtors		0	0
		0	0
Creditors			
Owing to outside causes		0	0
Other creditors		0	0
		0	0
TOTAL NET ASSETS		227,125	229,132
Represented by:-			
Unrestricted general funds		1,142	-156
Unrestricted designated funds	2	167,194	170,569
Restricted funds		58,789	58,720
		227,125	229,132

APPROVED by the Trustees on 13th October 2022 and signed on their behalf by

Susan Knight

Mrs Susan Knight - Chair of Elders and Trustee

The notes on pages 10 and 11 form part of this financial statement

REIGATE PARK UNITED REFORMED CHURCH

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2021

NOTES

1 ACCOUNTING POLICIES

This report is produced in accordance with the requirements of FRS 102 and the Statement of Recommended Practice (FRS 102) issued by the Charities Commission.

2 FUND ACCOUNTING

UNRESTRICTED FUNDS may be used by the Church for any of its ordinary purposes.

DESIGNATED FUNDS represent unrestricted funds set aside by the Church for specific designated purposes; they can be transferred back into general funds at the Church's decision.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers for year £	Balance c/fwd £
Children's & Youth Work Fund	2,578	1,340			3,918
Special Project Fund	93,864	19,895	2,507	-23,000	88,252
Repairs & Maintenance Fund	3,044		12,418	12,500	3,126
Reserves	70,000				70,000
Flower Fund		315		500	815
Kitchen Fund	1,083				1,083
Totals for designated funds	170,569	21,550	14,925	-10,000	167,194

The funds held in reserves represent the amount set aside to comply with the Reserves policy for general running costs.

RESTRICTED FUNDS represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest, or donations or grants received or invited for a specific purpose. These funds can only be spent for the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund for future expenditure on that specific purpose, or returned; it cannot be absorbed into general funds.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers for year £	Balance c/fwd £
Endowment Fund	40,000				40,000
The John Mercer Youth Fund	18,435				18,435
Benevolent Fund	13	438	97		354
Outside causes	272	115	487	100	
Totals for restricted funds	58,720	553	584	100	58,789

Endowment Fund

- Capital can only be used in accordance with the terms of the former Kingswood Congregational Chapel Fund and interest used for the maintenance and upkeep of buildings

John Mercer Youth Fund

- to provide grants to young people to assist them to take part in activities which will help them to develop educationally, socially and spiritually. The capital is £17,694.31

Benevolent Fund

- to assist people in straitened circumstances.

Outside causes

- to support outside causes as they arise.

REIGATE PARK UNITED REFORMED CHURCH
FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2021
NOTES - continued

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2021 Total £	Last Year 2020 Total £
3 MONIES RAISED FOR OUTSIDE CAUSES					
Water Aid			53	53	
Unicef			9	9	57
Parkinsons			53	53	
Leprosy Mission					19
Coco's Foundation					710
Winter Night Shelter					250
Vellore					20
Homestart					78
Smile Train					244
WAVES (YMCA)					244
McMillan					162
Loveworks					33
Other outside causes inc. Benevolent Fund			438	438	147
Totals raised for outside causes	0	0	553	553	1,964
Fundraising expenses incurred			0	0	0
Debtors b/f					
Balance as per SOFA	0	0	553	553	1,964
4 PROPERTY INCOME FROM USE OF PREMISES					
Lettings	43,965			43,965	19,753
Rental Church House	13,200			13,200	13,200
Church group contributions	1,745			1,745	1,475
Total property income	58,909	0	0	58,909	34,428
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2021 Total £	Last Year 2020 Total £
5 CHURCH RUNNING COSTS					
Utilities	4,910			4,910	8,176
Insurance	6,757			6,757	5,852
Pension payments	1,097			1,097	859
Minister's Personal Assistant	9,441			9,441	6,598
Church & Community Manager	8,421			8,421	7,920
Caretaker	6,053			6,053	7,990
Cleaning/caretaking	7,044			7,044	4,582
Stationery and photocopying	2,324			2,324	1,689
Pulpit supply	504			504	53
Purchase of equipment & sundries	798			798	3,952
Licences and music	1,294			1,294	982
Sundries	107			107	2,487
Depreciation	1,457			1,457	892
Subs and Donations	303			303	264
Total church running costs	50,510	0	0	50,510	52,296
6 MINISTER'S AND MANSE EXPENSES					
Utilities	708			708	906
Insurance	664			664	640
Council tax	3,445			3,445	3,345
Ministers expenses	1,316			1,316	1,923
Total minister's and manse expenses	6,132	0	0	6,132	6,814
7 PROGRAMME ACTIVITY COSTS					
Childrens' activities	509			509	4,390
John Mercer Fund Grants				0	
Church weekend				0	
Benevolent Fund payments			97	97	125
SparkFish support	500			500	500
Total programme activity costs	1,009	0	97	1,106	5,016
8 TANGIBLE ASSETS					
Plant & Equipment:-					
Net book value at 1 January 2021				3,208	2,907
Additions during the year				1,945	1,193
Depreciation in the year				-1,457	-892
Net book value at 31 December 2021				3,696	3,208

Depreciation on Plant & Equipment is provided at 20% on a straight line basis.

REIGATE PARK UNITED REFORMED CHURCH

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2021

NOTES - continued

9 MONETARY ASSETS

The church monies are not held in segregated accounts.

The distribution of assets between funds is shown for illustrative purposes only.

10 ASSETS USED FOR CHURCH PURPOSES

The church building and the manse at 7 Priory Drive are vested in URC Southern Synod Trust as trustees and are not church assets. They are held for the benefit of Reigate Park Church in accordance with the statutory trusts applicable to URC properties under the URC Acts.