

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR YEAR ENDED

31.12.2023

REIGATE PARK UNITED REFORMED CHURCH

CHARITY REGISTRATION NUMBER: 1130103

REIGATE PARK UNITED REFORMED CHURCH CHARITY REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st DECEMBER 2023

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, Social and Fundraising and the Worship Planning Group.

These committees report to Elders and Church Meeting at least annually. The Church has been without a full time Minister for the whole of 2023 but continue to pay into the URC central Ministry and Mission Fund. We have a Local Church Leader (unpaid) 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

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 2023 were:

Helen Conway	Hannah Robertson	Lynne Skinner
Susan Knight	David Mercer	Richard Garlick
David Bretherton	Margaret Samuel	Paula Sowton
	Wendy Hopkins	

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 2023 there was a surplus of £29,682. (2022 – deficit of £37,573). Despite a fall of £9,405 in offerings, income rose due to three reasons.

- a) A large donation of £25,000 was made to the Church.
- b) Property income increased due to rental income received on the Manse. (However, this income is, on the advice of the Synod, ring-fenced for the upkeep and repair of the property and is not available for RPC to use for other purposes. It accounted for £28,029 of RPC's income in 2023). A new designated fund was set up in 2023 for the Manse rental.
- c) New additions to the Church's tangible assets totalling £11,137 are reflected under sundry income.

Following agreement with Synod, Ministry and Mission payments were reduced saving £15,033.

Church running costs rose by £16,816 overall. Utilities costs rose by £7,536 whilst cleaning and caretaking costs were £1,826 higher. Church insurance was £6,212 higher as premiums were paid Monthly throughout 2023 and only two payments were made in November/ December 2022.

£3,766 was paid from the Special Projects Fund towards the cost of fully replacing the Church hall flooring an £8,280 was paid for the installation of new projectors for the Church.

The Trustees have designated £70,000 to hold in reserve for the 2023 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 priorities 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.
 - a. We have encouraged more participation in services and have varied the types of service and hymns/songs.
 - b. We also recognise that a number of people attend worship on-line through our live-streaming facility.
2. Encourage more people to volunteer, to spread the workload of the many jobs that are central to the life of the church.
 - a. Regular pieces in The Record supplemented by notices requesting specific help.
 - b. Face to face requests if applicable.
3. We continue to provide and develop pastoral support to the church family.
 - a. We undertook a review of the Church Family List to make this more realistic.
4. Improve communications with the large number of organisations and groups that use the premises.
 - a. An Elder is now linked to the Uniformed Organisations which has improved communication with them.
5. Encourage awareness of how the church's environmental footprint could be reduced.
 - a. We are looking at energy saving projects and achieved the Silver Eco Award with A Rocha in November 2023.
 - b. We have formed an Eco Team to look at other initiatives and are supporting a local community orchard. We continue to collect used batteries, used postal stamps and ink cartridges.
6. In addition, our on-going activities and achievements include:
 - a. Regular Church Meetings: We held 6 in person Church Meetings.
 - b. Regular Elders Meetings: The Elders' met in person 11 times and have participated in Safeguarding Training sessions run by the URC.
 - c. Change to constitution: We amended our constitution to take account of new arrangements for voting at a Church Meeting when calling a new Minister. This was necessary because we have formed a joint pastorate, North Downs Surrey Pastorate with Banstead, Dorking and Redhill URC churches.
 - d. Church Book Club: This met regularly during the year.
 - e. The Faith & Fellowship Group continued to meet weekly during the year.

- f. We have started a new social group, Tea, Laughter and Chat group which meet monthly.
- g. Our two Toddler Groups which meet weekly, including in school holidays, continue to flourish.
- h. Social & Fund-Raising Group: The group organised various activities during the year including a Coronation Cream Tea, a Bring & Share Harvest Lunch, a Christmas Wreath Making Workshop and a Church Family Christmas Lunch.
- i. Charities supported: We continue to support local charities and those further afield. This year we supported Macmillan Cancer Support, Coco's Foundation, The Leprosy Mission, the Turkey/Syrian earthquake appeal, Reigate & Redhill Music Festival, the Parkinsons Society, Conquest Art, Sparkfish, our local food bank, Christian Aid, The Alzheimer's Society, The Children's Society, YMCA, Médecins Sans Frontières and Water Aid.
- j. Vacancy/Deployment Situation: We continued to operate without a stipendiary Minister. The Vacancy Committee, advised by Revd. David Skitt and Revd. Roger Jones (our Interim Moderator) explored the idea of forming a joint pastorate with 3 other churches (Dorking, Banstead and Redhill URCs) and this was agreed by our Church Meeting in June. Considerable work then took place to write a joint Pastorate Profile which, on completion enabled us to begin the process of seeking a Minister to lead the 4 churches. We are fortunate that we have a Local Church Leader, Mrs Susan Knight who has pastoral oversight of the church leads a number of services, Chairs our Elders' and Church Meetings. We also have a Lay Preacher, Mrs Lynne Skinner and we welcomed a variety of people, lay and ordained, to lead our services.
- k. Nos. of baptisms/funerals: We held 1 baptism and 9 funerals.
- l. New members: We welcomed 1 new member into Church Membership.
- m. Continuation of on-line services and live streaming: We continue to provide on-line access to our services. They are live streamed every Sunday and available via you-tube. Our average viewing figures are 38 per service.
- n. Services: We held a number of special services throughout the year including our Memorial Book service and Remembrance Sunday service (in conjunction with St. Luke's Church). Over the Christmas period we held a Crib & Christingle Service, a Christingle Service for our uniformed organisations, a Nativity Service, and a Family Service on Christmas Day.
- o. Sue Knight is an Assembly Accredited Lay Preacher and was commissioned as our Local Church Leader in November 2019. Since being in vacancy from May 2020 she has had Pastoral Oversight of Reigate Park Church. She attends the local Clergy Fraternity, North Downs Cluster of URC's, the Synod Area and Synod Together meetings. Sue is also Lay Preaching Advocate for Southern Synod and in that role sits on the Synod Ministries Committee. She is also part of the new Synod Deployment Consultation Group. Having completed the candidating

process, Sue started her training for Non-Stipendiary Ministry at Westminster College Cambridge in September 2023.

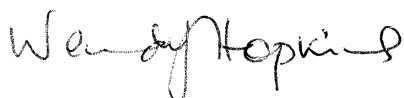
- p. Sunday Services: Despite being in vacancy, we continue to provide a service every Sunday. These were led by our Local Church Leader (Mrs Sue Knight) our Lay Preacher (Mrs Lynne Skinner), visiting Ministers, our Elders and Junior Church.
- q. We continue to liaise with other churches within our Cluster and in October, hosted a talk entitled "Angels in Art" given by Dr. Katy Brown which was attended by over 100 people. There was a display of work by the Conquest Art Group and we raised over £400 for that group.
- r. Maintenance of fabric of church building: We continue to work hard to maintain the fabric of our church building. We were able to replace our overhead projectors with a generous donation.
- s. We have an active Junior Church with children and young people of primary and secondary school age. As well as attending their weekly sessions they also play an important part in many aspects of Church life.
 - We made 150 Mothering Sunday cards which were distributed to all ladies on the church list, and to mothers at church toddler groups
 - We launched the renewal of our Children and Youth Friendly Church Award
 - We planted bulbs in pots to brighten up the Church entrance
 - Sue Knight led an interactive Godly Play sessions
 - Junior Church prepared and led a service
 - In June we held a themed Movie Night, with pizza and ice cream, organised by a Junior Church leader & helper and supported by parents.
 - In September we had a BBQ for all families, leaders & helpers, attended by 26 adults & children
 - In September we launched the new year in Junior Church by inviting all children & young people to a breakfast followed by games
 - In October Sue Knight re-dedicated all volunteers who work with children & young people at RPC e.g. in Junior Church, at toddler groups, in uniformed organisations etc
 - Junior Church regularly prepared and served coffee and tea after the service – and washed up!
 - Our Nativity Service was written by a Junior Church leader and presented by all our children & young people, some of whom were back from university; this included drama and solo singing from children, young people and adults
 - Children & Young People were encouraged to take part Sunday Worship, e.g. by doing Bible readings, leading action songs, participating in activities when invited.

PRIORITIES FOR 2024:

- To explore the formation of a Joint Pastorate with 3 other local churches
- To review the LMMR report to ensure it is a 'living document' including updating the action plan
- To follow up the Quinquennial Report of 2019.
- To work towards appointing a new Children and Family Worker.

This report was approved by the Elders Meeting on 10 July 2024

This report is signed on its behalf by:

A handwritten signature in cursive script that reads "Wendy Hopkins".

Mrs Wendy Hopkins – Church Secretary 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 2023.

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

Keith Halstead
60 Woodcote Hurst
Epsom
Surrey, KT18 7DT

Signature: _____



Date: _____

17/08/2024

**REIGATE PARK UNITED REFORMED
CHURCH**

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2023

STATEMENT OF FINANCIAL ACTIVITIES

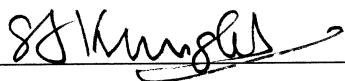
	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2023 Total £	Last Year 2022 Total £
INCOMING RESOURCES						
Offerings		44,637			44,637	54,042
Donations		28,954	306		29,260	3,090
Monies raised for outside causes	3			5,389	5,389	5,650
Gift Aid tax repayments		9,229		638	9,866	10,369
Church weekend						
Legacies						
Property income from use of premises	4	52,906	28,029		80,935	56,057
Insurance Claim					-	648
Bank interest & investment income		3,069			3,069	1,173
Sundry income		12,011			12,011	120
Total receipts		150,807	28,335	6,027	185,167	131,149
RESOURCES EXPENDED						
Ministry & Mission Fund		50,067			50,067	65,100
Church running costs	5	80,618	152		80,770	63,954
Minister's and manse expenses	6	2,090			2,090	3,415
Programme activity costs	7	586		231	817	3,892
Support of outside causes				3,982	3,982	2,363
Maintenance and repairs			3,188		3,188	15,817
Sundry expenses		2,526			2,526	3,046
Special project payments			12,046		12,046	11,136
Total payments		135,887	15,386	4,213	155,485	168,723
INCOME/EXPENDITURE		14,920	12,949	1,814	29,682	-37,573
TRANSFERS between funds						
Gross transfers between funds - in		2,581	66,955		69,536	37,000
Gross transfers between funds - out		-8,280	-61,256		-69,536	-37,000
TOTAL FUNDS b/fwd 1 January 2023		356	130,293	58,904	189,553	227,125
TOTAL FUNDS c/fwd 31 December 2023		9,577	148,941	60,718	219,235	189,553

REIGATE PARK UNITED REFORMED CHURCH
STATEMENT OF ASSETS AND LIABILITIES

		This Year 2023 <u>Total £</u>	Last Year 2022 <u>Total £</u>
	<u>Not e</u>		
Tangible Assets	8	12,363	2,239
Monetary assets			
Cambridge & Counties Bank		88,849	85,851
National Westminster current		68,828	71,531
Charities Aid Foundation current		49,069	29,793
Petty Cash		125	139
Total monetary assets	9	206,872	187,314
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		219,235	189,553
Represented by:-			
Unrestricted general funds		9,577	356
Unrestricted designated funds	2	148,941	130,293
Restricted funds		60,718	58,904
		219,235	189,553

Approved by the Trustees on 10th July 2024 and signed on their behalf by:

Mrs Susan Knight – Local Church Leader, Chair of Elders and Trustee



The notes on pages 11 - 13 form part of this financial statement.

REIGATE PARK UNITED REFORMED CHURCH

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2023

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, with the exception of the Manse Rental fund, which is ring-fenced for the upkeep and repair of the Manse.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers for year £	Balance c/fwd £
Children's & Youth Work Fund	4,658	240			4,898
Special Project Fund	50,349	25,761	12,046	-52,976	11,087
Repairs & Maintenance Fund	3,309		3,188	2,787	2,908
Reserves	70,000				70,000
Flower Fund	749	66	152		663
Kitchen Fund	1,228				1,228
Manse Rental		2,269		55,888	58,157
Totals for designated funds	130,293	28,336	15,386	5,699	148,941

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	-218	1,339	231		890
Outside causes	687	4,687	3,982		1,393
Totals for restricted funds	58,904	6,026	4,213		60,718

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.

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2023

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total £	2022 Total £
3 MONIES RAISED FOR OUTSIDE CAUSES					
Water Aid			52	52	
YMCA			52	52	
Médecins S F			59	59	
DEC Earthquake Appeal			374	374	
Parkinsons			30	30	
Conquest Art			487	487	
Christian Aid			298	298	
Leprosy Mission			605	605	10
Coco's Foundation			1,274	1,274	455
Sightsavers				0	204
Dementia UK				0	152
Ukraine Appeal				0	202
Include Choir				0	210
Alzheimers			60	60	250
McMillan			1,157	1,157	790
World Vision			119	119	344
St Catherines Hospice			120	120	343
Maisha Trust				0	90
Other outside causes inc. Benevolent Fund			702	702	2,600
Totals raised for outside causes	0	0	5,389	5,389	5,650
Fundraising expenses incurred			0	0	0
Debtors b/f					
Balance as per SOFA	0	0	5,389	5,389	5,650
4 PROPERTY INCOME FROM USE OF PREMISES					
Lettings	28,402			28,402	27,660
Rental Church House	17,500			17,500	14,100
Church group contributions	7,004			7,004	4,064
Manse Rental		28,029		28,029	10,233
Total property income	52,906	28,029	0	80,935	56,057
				This Year	Last Year
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total £	2022 Total £
5 CHURCH RUNNING COSTS					
Utilities	14,357			14,357	6,821
Insurance	7,744			7,744	1,532
Pension payments	1,322			1,322	974
Minister's Personal Assistant	9,944			9,944	9,385
Church & Community Manager	13,514			13,514	12,562
Caretaker	11,956			11,956	11,381
Cleaning/caretaking	14,652			14,652	12,826
Stationery and photocopying	2,411			2,411	3,646
Pulpit supply	872			872	649
Purchase of equipment & sundries	11			11	379
Licences and music	1,402			1,402	1,076
Sundries	1,130			1,130	680
Depreciation	1,013			1,013	1,457
Subs and Donations	290			290	440
Flower Fund		152		152	146
Total church running costs	80,618	152	0	80,770	63,954
6 MINISTER'S AND MANSE EXPENSES					
Utilities	1,074			1,074	1,214
Insurance	-347			-347	1,451
Council tax	336			336	-109
Ministers expenses	1,027			1,027	801
Sundry expenses				0	59
Total minister's and manse expenses	2,090	0	0	2,090	3,415
7 PROGRAMME ACTIVITY COSTS					
Childrens' activities	86			86	344
John Mercer Fund Grants				0	
Church weekend				0	
Benevolent Fund payments			231	231	3,173
SparkFish support	500			500	375
Total programme activity costs	586	0	231	817	3,892
8 TANGIBLE ASSETS					
Plant & Equipment:-					
Net book value at 1 January 2023				2,239	3,696
Additions during the year				11,137	0
Depreciation in the year				-1,013	-1,457
Net book value at 31 December 2023				12,363	2,239

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

REIGATE PARK UNITED REFORMED CHURCH

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2023

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.