



**Olton Baptist Church**

**Trustees Report and Accounts**

**31 March 2023**

**Charity number  
1130659**

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## Section A Reference and administration details

**Charity Name:** Olton Baptist Church

**Charity Number:** 1130659

**Registered Address:**

The Branch, 85 Warwick Road, Olton, Solihull, West Midlands B92 7HP

**Principal Place of Worship:**

Langley School, Kineton Green Road, Olton, Solihull, West Midlands B92 7ER

**Trustees:**

**Name**

Ogemdi Ndudi Ekwegh  
Martin John McClelland – Church Secretary  
Jim Hopton– Chair of trustees & Treasurer  
Paul Cheesman (re-elected 2018)  
Katharine Nancy Johnston  
Jonathan Fortnam  
Rebecca Diane Ford

**Term of Office**

09/09/2023 – current  
29/01/2023 – current  
18/06/2019 – current  
05/06/2013 – current  
13/07/2012 – current  
18/06/2019 – current  
17/10/2020 – current

**Property Trustees:**

The Heart of England Baptist Association  
BMS International Mission Centre  
Selly Oak  
Birmingham  
B29 6QX

**Bankers:**

HSBC Bank Plc  
34 Poplar Road  
Solihull  
West Midlands  
B91 3AF

## **Section B                      Structure, governance and management**

Olton Baptist Church ('OBC' or the 'Church') is governed and guided by the Trustees, which consists of a Minister, the Vision and Leadership Team ('VLT') the Secretary and the Treasurer. The VLT would be led by a Minister (OBC is currently in pastoral vacancy) and consists of up to 6 Members in addition to any Ministerial staff.

The Trustees each have delegated responsibility for overseeing particular areas of OBC life, in which they are ably supported by other members of the Church. OBC still continues to employ a part-time Children's Ministry Co-ordinator (18 hours). Children's ministry constitutes a major part of our church make-up. In addition, we employ a part-time (12 hours) Church Administrator, the role of which facilitates and guides the back-office function of the Church. During the reported period, one member of the Trustees was also a part-time (20 hours) paid community worker for the Church.

The Trustees are elected by a vote by the members of OBC. The Trustees meet at least 4 times each year, and the VLT meet up to approximately 20 times per year. Members of the Church are accepted in accordance with the Constitution, where they are encouraged to have been publicly baptised on the profession of faith in Jesus Christ or following other modes of baptism to renew their public profession of faith in Jesus Christ.

The Church meets in a Members' Meeting approximately 5 times per year and holds a pivotal role in shaping and agreeing the direction of the Church, as outlined in the Constitution. Relevant matters may be submitted to the Church Meeting by the Trustees for guidance or may be raised by Members in Church Meetings for further consideration by the Trustees. Though the Constitution permits decisions to be made at Church Meetings by appropriate majorities, the Church seeks to work by consensus wherever possible.

The Trustees maintain a strong suite of policies which are aimed at safeguarding all those with whom OBC has contact as well as our obligations, legal and otherwise, as an Employer and as a Charity.

## **Section C                      Objectives and Activities**

### **Charitable Objective**

OBC is a charity by virtue of its Approved Governing Document (Constitution) which states that the principal purpose of the Charity is *'The advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the World.'*

OBC owns and occupies premises in Olton, the title documents of which are held on trust by the Heart of England Baptist Association (HEBA). This is entirely compatible with OBC's objectives.

### **Objectives and Activities**

OBC's vision remains sharply focussed on engaging in the communities of which it is a part to share the love of Jesus `Christ and encourage individuals and communities to trust Him as Lord. To that end, when meeting together as the Church we are a 'base camp' in which the activities that promote fellowship, pastoral care, learning and worship provide an environment from which members are equipped to 'explore' the advancement of Christian faith wherever they

may find themselves in daily life. In all of the Church's activities, we aim to show the love of Jesus Christ in both word and deed.

Our Sunday service remains pivotal to the base camp model and takes place on 10.30am usually at Langley Secondary School on a Sunday. During this service, there is a full programme of children's activities that are for all children from toddlers to secondary school age.

OBC also runs a series of small groups which enable regular attendees of the Church to meet and pray together, share fellowship, grow in faith, and disciple each other pastorally for the 'explorer life' and pray together regarding all issues affecting us individually and those affecting the wider world.

There are two additional groups for teenagers, one that runs weekly and one fortnightly in school term-times. The Church also runs a toddler's group which meets at St Margaret's Church on Kineton Green Road, every Monday morning during school term-times. This popular 'explorer' group offers an important community service and visibly demonstrates the love of Jesus Christ.

From time to time, as required, the Church also runs Membership and Baptismal courses for those interested in developing their faith and/or becoming more formally committed to OBC.

OBC operates systems to ensure that all people working with children are appropriately vetted with regard to the Disclosure and Barring Service and in accordance with our safeguarding policy.

The Trustees have read the Charity Commission guidance on public benefit and are satisfied that the activities outlined above demonstrate that OBC is involved in charitable and public benefit activities.

## **Section D                      Achievements and Performance**

### **Advancement**

OBC does not measure the success of its programmes only in numbers, that is membership and finance, but also in less tangible areas like acts of fellowship and encouragement.

This reporting period has been an exciting time for the church where our search for a new Minister through the Settlement process and the help of HEBA met with success. A candidate to be appointed as the new Minister was identified and voted in by the church. The new Minister ND has subsequently started – to be included in next year's report.

In the meantime, for the reported period we advanced our Objects by:

- our continued employment of a part time Children's Ministry Co-ordinator to lead the engagement our community of young people in the Church.
- Our continued Employment of a part time Church Administrator
- Our connections in the community have meant that we were again able to put on an outdoor Carol Service called "Carols by Headlight" to enable us to build community in Olton and our surrounding area.
- Maintaining the toddler group which the church membership continues to support well.
- Continuing contact with other charities, including the support of asylum seekers and refugees with befriending, practical assistance and accompaniment through their legal process.
- Running a T4U (Tea for You) group, which support our older members, continued to engage together with care packages taken door to door and meeting online or outdoors where appropriate.

## **Plans for the Future**

Having confirmed the candidate for the Ministerial Vacancy, and the candidate accepting the offer, the plan for the next year will be to appoint the Minister through a commissioning service (September 2023) and establish the new minister along with his family in a Manse.

Meanwhile, we will continue to support the part time church community worker in through Cardiff Bible College. She has now moved to another Church in the area to further develop.

This coming year we may start considering the options for improving the facilities at our Church office building so that better use could be made with the space that we have and also updating our IT and PA equipment.

Other plans for the future will be led and directed by our new Minister, as we receive him into Membership.

## **Section E Financial review**

OBC continues to raise the funds it requires to continue its activities from within its own membership and congregation. No wider public appeal was made, or required, for funds during the year. Our membership has dropped since COVID-19, as we have seen across many churches, and this has led to a drop in our regular income of around 20%. As we are currently in a pastoral vacancy this has enabled OBC to continue to function at a normal level.

The most significant expenses relate to staff costs, hire of rooms and giving to charities closely associated with OBC (this is outlined in the Financial Activities and Notes to Accounts report, on pages 12-16).

The Church actively responded to its principal purpose (as outlined earlier in the 'Charitable Object' section of this report) and its moral duty as a Church to tithe a minimum of 10% of its income by making gifts to organisations and missionaries with Christian aims and objectives compatible with the church's own charitable purpose.

OBC is heavily dependent on its membership working as volunteers in all aspects of the Church's activities, many of which run with little or no impact on the Church's expenditure, but nevertheless contribute substantially to the Church's objectives and achievements as outlined earlier in this report.

The financial results for the year are set out on pages 12 to 17. Our finances have remained balanced through the year; and as indicated last year this now gives us the confidence to seek further ways of reinforcing our community approach to church life.

The Trustees have made an assessment of the major risks facing the Church and are satisfied that there are policies in place to minimise these risks.

## **Reserves**

The Trustees still adopt the policy of maintaining a balance in its General Funds to approximately six months' unrestricted fund expenditure at all times. Whilst this is a variable figure it is currently

equivalent to circa £60,000 and is in place to ensure that OBC can continue to function effectively in the coming financial year. For 2022/23, the Church has been able to match this target.

## **Statement of Trustees Responsibilities**

The trustees are responsible for preparing the Report of the Trustees 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, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:


- Select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 which disclose with reasonable accuracy at any time the financial position of the charity and to 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.

Section F
Other optional information

Section G
Declaration

Approved by the board of Trustees on  
 and signed on their behalf by:

Signature(s)		
Full name(s)	Jim Hopton	Martin McClelland
Position (eg Secretary, Chair, etc)	Chair of Trustees	Church Secretary
Date		



## **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act,

- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and to state whether particular matters have

### **Basis of independent examiner's statement**

Our examination was carried out in accordance with general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.



**Mrs H Arthur**

**Dated:** 07.11.23

**OLTON BAPTIST CHURCH  
STATEMENT OF FINANCIAL ACTIVITIES  
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

[illegible]

Movements on reserves and all recognised gains and losses are shown above.

The notes on pages 13 to 16 form part of these accounts


**OLTON BAPTIST CHURCH**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**  
**BALANCE SHEET**

	2023 £	2022 £
<b>ASSETS</b>		
Tangible Fixed Assets		
Freehold Property	185,300	185,300
Fixtures & Fittings	0	0
Total Fixed Assets	<u>185,300</u>	<u>185,300</u>
Current Assets		
Bank Accounts	122,615	135,271
Cash Float	0	0
Total Current Assets	<u>122,615</u>	<u>135,271</u>
Liabilities : amounts due in one year		
Church holiday payments		2,501
NET CURRENT ASSETS	<u>122,615</u>	<u>132,770</u>
NET ASSETS	<u>307,915</u>	<u>318,070</u>
<b>FUNDS</b>	£	£
General Fund	121,747	141,390
Designated Funds	358	864
Building Fund	185,300	185,300
TOTAL FUNDS	<u>307,915</u>	<u>327,557</u>

Approved by the board of trustees on 13 Nov 2023

and signed on its behalf by:

Jim Hopton (Chair of Trustees)



The notes on pages 13 to 16 form part of these accounts

# OLTON BAPTIST CHURCH

## NOTES TO ACCOUNTS

### ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

#### 1 Accounting policies

##### ***Basis of preparation and accounting convention***

The accounts have been prepared on a cash accounting basis, under the historical cost convention, and in accordance with applicable accounting standards and follow the Statement of Recommended Practice: Accounting by Charities 2015 FRSE. The following are the accounting policies which have been applied in dealing with material items:

##### ***Income recognition***

Income is recognised in the statement of financial activities (SOFA) on a received basis, and only when the charity has legal entitlement, and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

##### ***Unrestricted & Designated Funds***

At present, none of the funds are restricted and are therefore available for general use in accordance with the principal policies of the Charity.

**General Fund** - the principal operating fund covering the cost of ministry, support for Christian missions, church activities, buildings and administration. Income is mainly coming from regular giving by members of the congregation (plus gift aid where applicable).

**Designated Building Fund** - funds set aside from previous years for building purposes. This fund was used to purchase the Church administration office known as "The Branch".

##### ***Recognition of liabilities and expenditure***

All expenditure is accounted for on an accruals basis. Charitable activities include all costs that directly relate to the work of the Church, including running costs and costs of maintenance and repair. Support costs, Giving to other organisations and governance costs are deemed to relate directly to the work of the Church.

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

##### ***Tangible fixed assets***

Freehold Buildings are valued at cost. Current market value is considered to be greater than original cost. The buildings are maintained to ensure no dilapidation ensues. Therefore no policy for depreciation is considered necessary.

Other equipment acquired for long term use is capitalised when over £250 and is depreciated on a straightline basis over 4 years.

##### ***Pensions - defined contribution schemes***

The Church operates a defined contribution pension scheme. Contributions are charged to the Income and Expenditure account as they become payable in accordance with the rules of the scheme.

**OLTON BAPTIST CHURCH**  
**NOTES TO ACCOUNTS**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

**2 Tangible fixed assets**

	Land and Buildings	Plant & Machinery	Total
	£	£	£
<b>Cost</b>			
At 1 April 2021	185,300		185,300
Additions	-	-	-
<b>At 31 March 2022</b>	<b>185,300</b>	<b>-</b>	<b>185,300</b>
<b>Depreciation</b>			
At 1 April 2020	-	-	-
Charge for the year	-	-	-
<b>At 31 March 2021</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net book value</b>			
At 31 March 2022	185,300	-	185,300
At 31 March 2021	185,300	-	185,300

**3 Staff Costs and Trustee expenses**

	2023 £	2022 £
Salaries & Emoluments	34,234	48,079
Social security costs	0	0
Pension costs	5,541	5,431
	<b>39,774</b>	<b>53,510</b>
The average number of employees in the year was	<b>3</b>	<b>4</b>

No employee received emoluments in excess of £60,000 during the year (2022 None).

One of the Trustees, as an employee, received emoluments totalling of £ 9,174 (2022 one trustee total £14,678). These emoluments were paid in their capacity as Church Worker, and not as trustee.

The Church also paid contributions to employees own independent defined contribution stakeholder and work place pension schemes. The payments are charged to the Income and Expenditure as they become payable.

**OLTON BAPTIST CHURCH**  
**NOTES TO ACCOUNTS**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

	Year to 31 March 2023 General - Unrestricted Funds	Year to 31 March 2022 General - Unrestricted Funds £
<b>4 OFFERINGS</b>		
Covenant scheme & gift aid	83,436	92,142
Non Gift Aid	4,167	9,902
Cash	175	320
	<u>87,778</u>	<u>102,364</u>
<b>5 ADMINISTRATION</b>		
Staff Expenses	201	
Advertising & Communications	456	489
Office resources	3,333	3,836
Insurance	1,205	1,120
Affiliate subscriptions	1,039	860
Payroll charges	706	-
Bank charges	68	24
	<u>7,009</u>	<u>6,329</u>
<b>6 BUILDINGS</b>		
Rent - hire of buildings for worship meetings	8,393	5,725
Utilities	4,139	2,235
Cleaning		1,466
Maintenance	3,887	1,885
	<u>16,418</u>	<u>11,311</u>
<b>7 FELLOWSHIP</b>		
Canteen expenses	168	141
Home group resources & Miscellaneous	226	-
Church holiday	25	
	<u>419</u>	<u>141</u>
<b>8 GIVING - Grants Payable</b>		
Home Mission - HEBA	5,220	5,220
Baptist Missionary Society	6,120	6,120
Other Mission support	1,590	1,244
Agape	6,595	6,471
Shirley Family Support	-	522
Giving - contingency	689	660
	<u>20,215</u>	<u>20,238</u>
<b>9 LEADERSHIP</b>		
Speaker fees	712	932
Training	5,212	4883
	<u>5,924</u>	<u>5815</u>



**OLTON BAPTIST CHURCH**  
**NOTES TO ACCOUNTS**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

	Year to 31 March 2023 General - Unrestricted Funds £	Year to 31 March 2022 General - Unrestricted Funds £
<b>10 MISSION</b>		
Toddler Group	28	1,015
Outreach - Sunday Out and general	751	5,207
Mission Sending		
	<u>779</u>	<u>6,222</u>
<b>11 SUPPORT</b>		
Pastoral support	328	581
	<u>328</u>	<u>581</u>
<b>12 WORSHIP</b>		
Copyright Licence	1,061	1,003
Communion	0	13
PA & Projection	2,067	
	<u>3,128</u>	<u>1,016</u>
<b>13 YOUTH</b>		
Youth Groups	879	151
Travel		48
Student support Bursary	0	0
Sunday Club Expenses	2,965	1,983
Training	94	75
	<u>3,938</u>	<u>2,257</u>
<b>14 Designated Fund - Refugee Support</b>		
Balance at 1 April 2021	704	864
Donations & Fund raising Received	544	280
Transfer from General Funds		
Gifts and expenses to Individuals	890	440
Balance at 31 March 2022	<u>358</u>	<u>704</u>