



**ST NEOTS UNITED REFORMED CHURCH**

**REGISTERED CHARITY 1130767**

**TRUSTEES REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022**

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## **ST NEOTS UNITED REFORMED CHURCH**

### **Trustees' Report for the year ended 31 December 2022**

#### **Reference and administration details**

Address High Street, St Neots, Cambridgeshire, PE19 1BN

Charity Registered No. 1130767

Interim Moderator Reverend S J Fender

Elders (Trustees) who have served between 1 January 2021 to the date of this report:

Mrs J Gibbs (Church Secretary)	
Mr M Colsell	(died 15 August 2022)
Mrs V Corrigan	
Mrs J Jones	
Mrs M Appleton	(resigned 11 October 2022)
Mrs R Charter	
Mrs N Leckie	
Mr L McKenzie	
Mrs J Henderson	(appointed 11 October 2022)

#### **Structure, governance and management**

The church is a member church of the United Reformed Church in Great Britain which was established by the 1972 United Reformed Church Acts. The church has its own constitution which is approved by the Church Meeting. The Trustees consider the Church Meeting to be the decision-making body of the local church.

The church was registered as a charity by the Charity Commission on 27 July 2009.

Elders are nominated to serve as Trustees, subject to their being elected by receiving at least 75% of the votes cast at a Church Meeting. An Elder must have been a church member for 2 years before they are eligible for nomination.

The Minister, Reverend Dr R L Mearkle resigned on December 31<sup>st</sup> 2021. Eastern Synod of the United Reformed Church has appointed Reverend S J Fender as Interim Moderator until a new Minister is called.

The church is situated in the Eastern Synod of the United Reformed Church. The Synod meets twice each year and the church is represented by the Minister and a Trustee or appointed Church Member. The church is involved in a number of local ecumenical activities.

The Trustees acknowledge their responsibility to consider the major risks to which the church may be exposed and take the necessary measures to identify those risks and reduce them to an acceptable level

## **Objectives and activities**

The principal objective of the church is the advancement of the Christian faith for the benefit of the public in accordance with the Scheme of Union of the United Reformed Church.

The Trustees consider that the most appropriate way to meet this objective is to provide acts of worship and promote Christian teaching which is in accordance with the traditions of the United Reformed Church. The Trustees also recognise the importance of working closely with other churches in St Neots to develop ecumenical relationships with other Christian groups.

The full accounts for the year ended 31 December 2022 are set out on pages 4 to 10 of this report. The report of the Independent Examiner is set out on page 3.

A Minister in post is paid a salary by the United Reformed Church. In the absence of a Minister the Trustees have arranged for worship to be led by church members and visiting preachers. A preaching fee of £40 plus travelling expenses is paid to everyone who leads worship. Mrs J Gibbs led worship on 11 separate occasions and was paid a total of £440 during the year. None of the other Trustees received payment for their services to the church and the Trustees also acknowledge the contribution from many people who are part of the life of the church.

## **Achievements and performance**

Acts of public worship normally takes place each Sunday morning. Holy Communion is normally celebrated on the third Sunday in each month. Other acts of worship and teaching take place throughout the year. The church is actively involved in Churches Together in St Neots including the Fair Trade and Christian Centre, Christian Performing Arts, ACTIOS (Assisting Christian Teaching in Our Schools), St Neots Christian Aid Group, and is a weekly participant in the provision of St Neots Foodbank by acting as a distribution centre.

Many church members are also heavily involved in other local voluntary organisations. Covid-19 affected these organisations' ability to operate effectively, and some groups are finding it difficult to attract sufficient volunteers to enable them to resume their activities at the same level as before the pandemic.

The Trustees are pleased to report that church life in 2022 has recovered fairly well from the restrictions that were in place owing to Covid-19 in the previous 2 years. As well as being open for public worship each Sunday the church uses YouTube to broadcast those services to members and friends who are unable to worship in person. The services are streamed live: they are also available using "catch up" through the church's website and can also be viewed later, via YouTube.

Elders' Meetings and Church Meetings are held using a mixture of physical attendance and Zoom technology. Printed copies of the Sunday services have been supplied to Members and Friends without IT technology.

Church Membership has decreased from 49 to 48 during 2022, and the average number attending Sunday worship was unchanged at 35. The average number viewing the service on YouTube was 20.

## **Financial results for the year**

The Trustees are aware of the deficit for the year, and the reasons for that deficit. There will be significant additional expenditure in 2023 in replacing the lift and carrying out repairs to the tower. The Trustees have set up a fund-raising group to look for potential sources of grants from external donors and to identify projects that the church itself can use to raise money.



### **The policy on reserves**

Responsible financial stewardship calls for the Trustees to provide funds to enable the church to meet its liabilities as they fall due and to set aside a reasonable amount to cover costs that cannot be predicted. The Trustees consider that the equivalent of six months' normal expenditure is an appropriate amount. The level of reserves at 31 December 2022 was significantly below this figure and the Trustees continue to look for ways of increasing income and restricting expenditure so that the required level of reserves can be reached within a reasonable period of time. In the event of the church having reserves that were greatly in excess of its needs, the Trustees would recommend that the church should make donations to support the activities of organisations whose activities were in sympathy with the objectives of the church.

### **Declaration**

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's Trustees

Mrs Jenny Gibbs  
Church Secretary and Acting Chair of the Trustees  
28 March 2023

**ST NEOTS UNITED REFORMED CHURCH**  
**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022**

**TREASURER'S STATEMENT**

I have prepared the accounts on pages 5 to 10 for the year ended 31 December 2022 from the accounting records of the church.

**W R Springbett**

Date: 28 March 2023

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST NEOTS UNITED REFORMED CHURCH**

I report to the trustees of St Neots United Reformed Church (the Trust) on my examination of the accounts for the year ended 31 December 2022, which are set out on pages 5 to 10.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you 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 Trust's accounts carried out under Section 145 of the 2011 Act and in carrying out my examination, I have followed 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 material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with the accounting records.

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

**G Round BFP FCA**

St Neots  
Cambridgeshire

Date: 28 March 2023

**ST NEOTS UNITED REFORMED CHURCH**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	Note	General Fund	Designated Funds	Restricted Funds	Total for 2022	Total for 2021
		£	£	£	£	£
<b>RECEIPTS</b>						
Offertory		21,268	-	-	21,268	23,319
Income tax refunds under Gift Aid		6,329	-	-	6,329	5,249
Fund raising and donations	3	300	4,420	-	4,720	4,079
Monies raised for outside causes	4	-	-	480	480	-
Room hire		10,293	-	-	10,293	1,777
Rent from shop unit		13,750	-	-	13,750	12,750
Bank interest and investment income		476	-	-	476	537
Manse costs, refunded		798	-	-	798	-
Wedding and funeral fees		80	-	-	80	100
Covid insurance claim		-	-	-	-	19,775
Total receipts		<u>53,294</u>	<u>4,420</u>	<u>480</u>	<u>58,194</u>	<u>67,586</u>
<b>PAYMENTS</b>						
Ministry & Mission Fund		27,660	-	-	27,660	25,008
Manse costs	5	434	-	-	434	3,530
Minister's expenses	6	83	-	-	83	2,048
Church running costs	7	13,105	-	-	13,105	14,170
Church cleaning		6,343	-	-	6,343	2,496
Outreach	8	2,725	-	-	2,725	1,195
Support for outside causes	9	-	-	480	480	-
Maintenance of church building	10	10,267	-	-	10,267	3,940
Special projects	11	-	20,569	-	20,569	1,774
Total payments		<u>60,617</u>	<u>20,569</u>	<u>480</u>	<u>81,666</u>	<u>54,161</u>
<b>NET RECEIPTS / (PAYMENTS)</b>		(7,323)	(16,149)	-	(23,472)	13,425
<b>TRANSFERS</b>		(10,523)	10,523	-	-	-
<b>CASH FUNDS AT 1 JANUARY 2022</b>		39,491	12,940	-	52,431	39,006
<b>CASH FUNDS AT 31 DECEMBER 2022</b>		<u>21,645</u>	<u>7,314</u>	<u>-</u>	<u>28,959</u>	<u>52,431</u>

The notes on pages 7 to 10 form part of these accounts

# ST NEOTS UNITED REFORMED CHURCH

## STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2022

	Note	General Fund	Designated Funds	Total for 2022	Total 2021
		£	£	£	£
<b>Assets used for Church purposes (value for insurance purposes)</b>					
Held under statutory trust					
Church building	13	6,660,900	-	6,660,900	5,947,232
Shop unit	13	757,455	-	757,455	676,299
		<u>7,418,355</u>	<u>-</u>	<u>7,418,355</u>	<u>6,623,531</u>
Organ		184,174	-	184,174	164,441
Furnishings and equipment	13	94,540	-	94,540	78,441
		<u>7,697,069</u>	<u>-</u>	<u>7,697,069</u>	<u>6,866,413</u>
<b>Cash funds held</b>					
COIF account		12,602	7,314	19,916	19,723
Barclays account		9,043	-	9,043	32,708
		<u>21,645</u>	<u>7,314</u>	<u>28,959</u>	<u>52,431</u>
<b>Other assets (Money owed to the church)</b>					
Gift Aid and GASDS receivable		4,343	-	4,343	5,051
Room Hire		1,591	-	1,591	197
Amounts repayable by Synod		967	-	967	-
		<u>6,901</u>	<u>-</u>	<u>6,901</u>	<u>5,248</u>
<b>Liabilities (Money owed by the church)</b>					
<b>Repayable within 12 months</b>					
Rent received in advance		3,211	-	3,211	3,265
Church running costs		175	-	175	102
Gas, electricity and water		1,100	-	1,100	2,070
Church cleaning		462	-	462	402
Outreach		40	-	40	-
Legal and professional fees		1,080	-	1,080	-
Maintenance of church building		546	-	546	-
		<u>6,614</u>	<u>-</u>	<u>6,614</u>	<u>5,839</u>

**Approved by the Trustees** on 28 March 2023 and signed on their behalf by Mrs Jenny Gibbs

The notes on pages 7 to 10 form part of these accounts



## ST NEOTS UNITED REFORMED CHURCH

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### 1 Accounting policies

The accounts have been prepared in accordance with Section 133 of the Charities Act 2011 using the Receipts and Payments basis available to small charities, and the United Reformed Church guidance.

#### 2 Fund accounting

**Unrestricted funds** may be used by the church for any of its ordinary purposes

**Designated funds** represent unrestricted funds that the church has set aside for specific designated purposes: they can be transferred back into general funds by the decision of the Church Meeting.

Fund name and purpose	Balance b/f	Receipts in the year	Payments in the year	Transfers in the year	Balance c/f
	£	£	£	£	£
Shop Rents COIF reserve - to provide funds should the shop unit become vacant	7,314	-	-	-	7,314
Fundraising for projects (see notes 3 and 11)	5,626	4,420	20,569	10,523	-
Total for Designated funds	<u>12,940</u>	<u>4,420</u>	<u>20,569</u>	<u>10,523</u>	<u>7,314</u>

**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 on 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. The Trustees consider that the only restricted funds are those liable for return if unable to be spent. The liability is extinguished when those funds are utilised as required. There were no Restricted Funds at any time during the year.

#### Wilcox Trust

The Wilcox Trust was established in Australia on 3 March 1916 to give financial assistance towards providing a Manse for the Minister, using the investment income received in the year which was £134 (2021 £355). This is included in the figure for Bank interest and investment income on page 5. The Trustees of the church have no influence over the management of the Trust or of the distribution of the investment income. Consequently, the Trustees do not consider The Wilcox Trust to be an endowment fund belonging to the church,



# ST NEOTS UNITED REFORMED CHURCH

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

	Unrestricted Funds	Designated Funds	Total for 2022	Total for 2021
	£	£	£	£
<b>3 Fundraising and donations</b>				
Gift Day	-	1,650	1,650	2,925
Saturday and Sunday coffee	-	1,744	1,744	-
Craft & Chatter Group and craft stall	-	335	335	15
Donations for Newsletter (Outreach)	300	-	300	35
Donations in memory of Mike Colsell	-	471	471	-
Other donations and fundraising events	-	220	220	104
Bequests	-	-	-	1,000
	<u>300</u>	<u>4,420</u>	<u>4,720</u>	<u>4,079</u>
<b>4 Monies raised for outside causes (restricted fund)</b>				
Ukraine Appeal	-	-	480	-
	<u>-</u>	<u>-</u>	<u>480</u>	<u>-</u>
<b>5 Manse costs</b>				
Council Tax	248	-	248	2,474
Water rates	84	-	84	385
Service contracts	102	-	102	85
Manse repairs	-	-	-	288
Insurance	-	-	-	298
	<u>434</u>	<u>-</u>	<u>434</u>	<u>3,530</u>
<b>6 Interim Moderator's/Minister's expenses</b>				
Travel expenses	83	-	83	-
Car expenses and allowance	-	-	-	1,501
Communications ( phone,IT,consummables)	-	-	-	547
	<u>83</u>	<u>-</u>	<u>83</u>	<u>2,048</u>

# ST NEOTS UNITED REFORMED CHURCH

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

	Unrestricted Funds	Designated Funds	Total for 2022	Total for 2021
	£	£	£	£
<b>7 Church running costs</b>				
Insurance	5,111	-	5,111	4,556
Heat, light and water	4,780	-	4,780	2,057
Subscriptions and donations	-	-	-	134
Bookings Secretary	1,414	-	1,414	1,311
Postage, stationery and telephone	131	-	131	104
Legal and professional fees	-	-	-	5,396
Communications ( licences & broadband)	988	-	988	587
Advertising	681	-	681	-
Sundries	-	-	-	25
	<u>13,105</u>	<u>-</u>	<u>13,105</u>	<u>14,170</u>
<b>8 Outreach</b>				
Pulpit Supply (see Note 16)	1,479	-	1,479	280
Donations - Foodbank, CTSN, Actios	900	-	900	915
Newsletter	286	-	286	-
Worship materials	60	-	60	-
	<u>2,725</u>	<u>-</u>	<u>2,725</u>	<u>1,195</u>
<b>9 Support for outside causes (restricted fund)</b>				
Ukraine Appeal	-	-	480	-
	<u>-</u>	<u>-</u>	<u>480</u>	<u>-</u>
<b>10 Maintenance of church building</b>				
Electrical repairs	60	-	60	759
Boiler service & repair	-	-	-	240
Maintenance contracts	840	-	840	761
Organ and piano repairs	520	-	520	240
Other repairs and maintenance	2,410	-	2,410	907
Replacement boiler for Pilgrim Hall	2,603	-	2,603	-
New capital items and replacements	570	-	570	181
Lightning conductor test	504	-	504	-
The tower - pigeon deterrents and survey	2,760	-	2,760	-
Break-in damage	-	-	-	852
	<u>10,267</u>	<u>-</u>	<u>10,267</u>	<u>3,940</u>

## ST NEOTS UNITED REFORMED CHURCH

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

#### 11 Special projects

	Designated fund	Total for 2022	Total for 2021
	£	£	£
Installation of camera for web casting (YouTube)	13,905	13,905	-
Replacement of lift (30% deposit)	6,664	6,664	-
Installation of new audio system	-	-	1,774
	<u>20,569</u>	<u>20,569</u>	<u>1,774</u>

#### 12 Monetary assets

The church monies are not held in separate bank accounts, but for the sake of clarity in these accounts the total of each account is allocated appropriately over the various funds.

#### 13 Assets used for church purposes

The church building and the shop unit are vested in URC Eastern Synod Trust as trustees and are not church assets. They are held for the benefit of St Neots United Reformed Church in accordance with the statutory trusts applicable to URC properties under the URC Acts. The valuations for the year ended 31 December 2022 are the insured values as at 25 March 2023. The trustees consider that these values are more relevant to these accounts than the insured values at 25 March 2022. The comparative figures show the insured values at 25 March 2022.

#### 14 Assets held for church purposes

URC Eastern Synod has not advised the church of any amount it was holding on behalf of the church at 31 December 2022 (2021 £nil). The use of any such money would be decided by the Church Meeting.

#### 15 Rent deposit account

The lease of the shop at 20 Moores Walk was renewed in 2021 for 25 years. The tenant has paid a rent deposit currently standing at £3,502.34 (2021 £3,498.96). The money is held in a separate bank account. The tenant is entitled to the interest. The Trustees consider that the rent deposit account should not be included within these accounts as they do not expect the title to the amount in the rent deposit account to pass to the church.

#### 16 Payments to Trustees

In the absence of a Minister the Trustees have arranged for worship to be led by church members and visiting preachers. A preaching fee of £40 plus travelling expenses is paid to everyone who leads worship. Mrs J Gibbs led worship on 11 separate occasions and was paid a total of £440 during the year. None of the Trustees received any payment for acting as Trustees.

#### 17 Segregation of duties

The Trustees are satisfied that there is an adequate system of internal control, including segregation of duties and scrutiny over the income and expenditure of the church.