

**IMMANUEL UNITED REFORMED CHURCH SWINDON CHARITY  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

This report includes information required by the Charities (Accounts and Reports) Regulations 2008 and the Statement of Recommended Practice for Accounting by Charities 2005 as applicable to charities entitled to prepare accounts on the receipts and payments basis

**ADMINISTRATIVE INFORMATION**

Immanuel United Reformed Church Swindon Charity is a local church of the United Reformed Church in Great Britain, and is a member church of the South West Synod of the Church. It was registered on 28th July 2009 as Charity Number 1130794.

Immanuel Church is situated in Upham Road, Swindon, Wiltshire, SN3 1DH, and its email address is [immchurchsec@gmail.com](mailto:immchurchsec@gmail.com). The Church is normally open for worship on Sundays at 10.30 am and 6.30 pm, and for other activities at various times during the week.

The members of the Elders' Meeting for the time being are recognised as the charity trustees. Those who serving from 1st January 2020 until the date this report was approved are: Edward Gunther Thomas, David Leadbeater, Stephen Kenneth Brain, Rev Roy Lowes, Dr Donald Edwin Macarthur, Glenys Marjorie Walker, Derek John Walker, Frances Strange, Maria Kawonga, Michael John Denton, Patricia Mary Hayes, Thomas Peter Hartshorn,. The minister throughout the year was Rev Robert Hugh Jordan.

The Church building and the manse at 152 Drove Road, Swindon, SN1 3AG are vested in The South Western Synod Trust as trustees and held for the benefit of Immanuel URC Swindon in accordance with the trusts applicable to URC properties.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The activities of Immanuel United Reformed Church Swindon are overseen by the Elders' Meeting of the Church in accordance with the provisions of The Structure of the United Reformed Church determined by the General Assembly of the United Reformed Church, and supplemented by the rules of Immanuel Church Swindon. The governing document of the registered charity is a statement adopted by the Church Meeting on 9<sup>th</sup> March 2014.

The Elders' Meeting is responsible for the financial administration of the Church, and the care and maintenance of Church premises and the manse. The Church Meeting (of all members wishing to attend) gives general guidance on the life and work of the Church. The members of the Elders Meeting are the minister in pastoral charge (if any) and up to sixteen members of Immanuel Church Swindon nominated and elected by the members of Immanuel Church Swindon in Church Meeting. Elders serve for three years, retire by rotation and are eligible for re-election. There is a limit of two (or three in certain circumstances in the case of the Church Secretary) on the number of consecutive periods of service. The members of the Elders' Meeting are the trustees of the registered charity during their period of service as Elders.

The Elders' Meeting met 8 times during the year. The meetings in February and March being face to face however as from April 2020 the Elders met on ZOOM platform. The Eldership is assisted in the administration of the Church and its property by committees

established for World Concerns, Finance, Buildings and Grounds, and Worship and Outreach.

As a result of the COVID 19 Pandemic there was on only one Church Meeting during 2020. In these exceptional circumstances the Elders approved a transfer of funds from the Memorial Fund which will be presented at the next Church Meeting

## **OBJECTIVES AND ACTIVITIES**

As a local congregation of the United Reformed Church, Immanuel United Reformed Church Swindon 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 as "Sharing the Love of Jesus, Serving the Community".

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.

## **REVIEW OF ACTIVITIES AND ACHIEVEMENTS**

As a result of the COVID19 Pandemic and in accordance with Government Regulation and the URC National/Synod recommendations Immanuel closed its buildings for all activities on March 17th 2020. (The only exception was the continuation of NHS Blood Donor Sessions which have continued throughout the year as agreed by URC SW Synod and under Covid 19 conditions.)

A Full Covid19 risk assessment, using URC National Format, was carried out on 17th June 2020 with the view to re-opening the sanctuary for Worship.

Public Worship under full Covid19 arrangements was recommenced on 9th August 2020 and continued until January 2021 when the Elders decided to close the Church in view of the ongoing risks.

However throughout the closure we have found there has transpired a stronger Pastoral connection between members of the congregation via telephone/online conversations and sharing. Our online activities have increased with Zoom Elders Meetings/Coffee mornings/discussions/expanded use of our website. Our Minister has produced weekly reflections and a weekly news sheet has continued to involve church members and friends.

One area of change in 2020 was that our Harvest Appeal which normally involved a Specific Project was focussed on International Disasters Funds.

We have continued our maintenance of connection with other churches in the Swindon Old Town Partnership of Churches. The continuance and expansion of these activities forms a major part of the Eldership's proactive thinking.

## **FINANCIAL REVIEW**

**General summary:** Naturally the Covid19 pandemic and the need to close the Church buildings has had an effect on finances of Immanuel, most noticeably in the Income from room bookings which was £22,119 lower than in 2019. Congregational Offerings were also down but only by £4,721 or 9% thanks to the continued generosity of members and associates through the period that services have not been held. Unlike 2019 there was no major maintenance expenditure and no associated grants.

There are no other significant changes in Receipts and Payments from the previous year to report. The overall general fund outcome for 2020 was a deficit of £5.288 although Legacies and other items have contributed to compensating increases to other funds.

Apart from the continual social distancing impact of the Coronavirus pandemic on our Finances, which is currently uncertain, no other significant changes are anticipated for 2021, and the financial prospects for the year are reasonably good.


**Unrestricted funds:** Ideally, the Elders' Meeting would wish to have in hand an amount equal to at least six months' regular expenditure as "free" reserves, to meet future short-falls in income or unexpected expense.


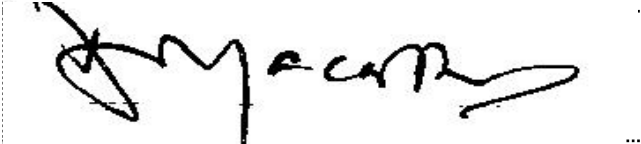
The General Fund is used for the normal running costs of the church, excluding exceptional items such as significant building maintenance projects which are funded from the Memorial fund which is also an unrestricted fund.

The General Fund balance at 31<sup>st</sup> December 2020 represents eight months of budgeted expenditure for 2021, although the church has additional funds in the Memorial Fund are available, subject to Church Meeting approval, to meet any major unexpected costs.

**Designated Funds:** There are a total of 5 restricted or endowment funds jointly totalling £6,394 at the year end available for various defined purposes.

**This report was approved by the Elders' Meeting on 4th March 2021 and is signed on its behalf by David Leadbeater Church Secretary**

	Immanuel United Reformed Church Swindon				
	REGISTERED NO: 1130794				
	Receipts and payments accounts				
	For the period from 1 January 2020 to 31 December 2020				
Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	2019
	£	£	£	£	£
Receipts					
Voluntary income					-
Offerings	45,334		-	45,334	50,055
Harvest appeal		1,912	-	1,912	4,025
Gifts and donations	1,998		-	1,998	6,412
Income tax refunds under Gift Aid	12,282	1,596	-	13,878	13,862
Legacy	9,000		-	9,000	11,000
Church flowers	482		-	482	1,610
Other special appeals		1,717	-	1,717	217
Other income					
Church lettings	10,059		-	10,059	32,170
Income generated by Church groups	6,526		-	6,526	10,601
Recovery of shared prior year costs	2,826		-	2,826	4,286
Other	730		-	730	1,304
Interest	25		-	25	32
Synod Grant	773			773	12,375
Total receipts	90,035	5,225	-	95,260	147,949
Payments					
Ministry & mission fund	47,664		-	47,664	50,316
Maintenance of manse	8,483			8,483	7,414
Ministerial costs	1,897		-	1,897	2,034
Church running costs	18,061		-	18,061	20,915
Maintenance of church buildings	7,281			7,281	57,428
Worship costs	4,285		-	4,285	6,606
Costs of church groups	2,302		-	2,302	4,742
Grants payable and restricted donations passed on	250	3,435	-	3,685	7,831
Other	1,567		-	1,567	1,982
			-	-	-
Sub-total	91,790	3,435	- 0	95,225	159,268
Asset purchase					
Cooker	- 0			-	2,982
Total payments	91,790	3,435	- 0	95,225	162,250
Net of receipts/(payments)	- 1,755	1,790		35	14,301
Transfers between funds	- 0			-	-
Cash funds last year end	126,227	2,526	2,078	130,831	145,132
Cash funds this year end	124,472	4,316	2,078	130,866	130,831
Statement of assets and liabilities at the end of the period					
Cash funds	Unrestricted funds	Restricted funds	Endowment funds	Total funds	
	£	£	£	£	

Cash	383	-	-	383
Bank and Building Society current and deposit accounts	124,089	4,316	2,078	130,483
<b>Total cash funds</b>	<b>124,472</b>	<b>4,316</b>	<b>2,078</b>	<b>130,866</b>
(agree balances with receipts and payments account(s))	OK	OK	OK	OK
<b>Other monetary assets</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>
	£	£	£	£
Highworth United Reformed Church debt	1,826	-	-	1,826
Tax reclaim due from HMRC	2,710	200	-	2,910
			<b>Fund to which asset belongs</b>	<b>Cost</b>
<b>Assets retained for the charity's own use</b> (where the cost net of grants is greater than £2,000)	Heating boilers. Purchased August 2016		Unrestricted	20,243
	Church car. Purchased December 2018 (Immanuel Share)		Unrestricted	6,937
	Dishwasher. Purchased June 2008		Unrestricted	2,466
	Photocopier. Purchased June 2009		Unrestricted	2,637
	Cooker - Purchased Sep 2019		Unrestricted	2,982
	Church building and Manse – not owned by the charity			-
			<b>Fund to which liability relates</b>	<b>Amount due</b>
<b>Liabilities</b>	Gas charges for 2020		Unrestricted	500
	Photocopier charges		Unrestricted	25
Signed on behalf of all the trustees				
Signature		Print Name		Date of approval
		David Leadbeater		04/03/21
		Don Macarthur		04/03/21
				
<b>Notes to the receipts and payments accounts</b>				
<b>Ministerial costs</b>				
Highworth United Reformed Church contributes 25% of shared Ministerial Costs. The costs are shown gross and the recovery is shown in Other income in the following year.				
<b>Asset and investment sales and purchases</b>				
There were no investment sales during the year (in 2019 investment sales were nil)				
There were no asset sales during 2020 (in 2019 the old ministerial car was sold)				
<b>Investment assets</b>				
The charity holds no investment assets				

<b>Transactions with trustees</b>							
No trustees received payment during 2020 (no trustees received payment during 2019).							
<b>Transactions with related parties</b>							
There were no transactions with related parties in 2020; Mrs Gleed was a trustee until April 2019							
Name of the related party:	Rev. G Gleed						
Relationship to charity:	Husband of trustee Mrs E Gleed						
Description of the transaction:	No transactions with related parties in 2020 (organist's honorarium £2,640 in 2019)						
<b>Cash Funds at 31 December 2020</b>							
	£						
<b>Unrestricted funds</b>							
General fund	62,556						
Memorial fund	56,983						
Car fund	4,933						
<b>Unrestricted funds</b>	<b>124,472</b>						
<b>Restricted funds</b>							
Tanner - Immanuel	773						
Tanner - Ecumenical	490						
World concerns emergency	2,609						
Ministerial training	444						
CWM	- 0						
Special appeals	- 0						
<b>Restricted funds</b>	<b>4,316</b>						
<b>Endowment funds</b>							
Deep Cap	2,078						
	130,866						



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## **Independent examiner's report to the trustees of Immanuel United Reformed Church Swindon Charity**

I report on the accounts of the Trust for the year ended 31 December 2020, which are set out on pages 1 to 3.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

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

My examination was carried out in accordance with the 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 you as 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 next statement.

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

In connection with my examination, no matter has come to my attention:

i) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or

ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Name: David Bevan

Relevant professional qualification or body: ACMA, CGMA

Address: 96 Okus Road, Swindon

Date: 14/3/2021