

Hillingdon Park Baptist Church

## Report and Accounts

year ended 31 December 2020

stewardship<sup>®</sup>

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**HILLINGDON PARK BAPTIST CHURCH**  
**LEGAL AND ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

ADDRESS FOR CORRESPONDENCE	Hillingdon Park Baptist Church 25 Hercies Road Uxbridge UB10 9LS
GOVERNING DOCUMENT	Constitution adopted August 2009 The church is affiliated to the Baptist Union of Great Britain.
CHARITY REGISTRATION NUMBER	1131213
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Rev Reg Craig (minister) Robin Dearing Judy Hazelgrove Andy Lomath Antoine Fritz (resigned July 2020) Maria Penicud (resigned October 2020) Kunle Ogunbanjo (resigned July 2020) Heather Smith
CUSTODIAN TRUSTEES	London Baptist Property Board Ltd.
BANKERS	Co-operative Bank
INDEPENDENT EXAMINER	Jaimée Young Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

**INDEX**

Page 1	Legal and Administrative Details
Pages 2-5	Trustees' Report
Page 6	Independent Examiner's Report
Page 7	Receipts and Payments Account
Page 8	Statement of Assets & Liabilities
Pages 9-10	Notes to the Accounts

**HILLINGDON PARK BAPTIST CHURCH**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

The Trustees have pleasure in submitting the Report and Accounts for the year ended 31 December 2020.

**Objects of the charity**

The charity is governed by a trust deed. The Trust seeks to demonstrate the Christian faith in action by witness and worship in the Hillingdon area and by supporting work in other parts of the UK and the rest of the world.

The Church is not a building, but a gathering of ordinary people of different ages and backgrounds, whose lives have been changed by Jesus Christ, the Son of God. The New Testament reveals the Church as a community of people, properly taught and cared for, who by loving and serving Jesus Christ, were also committed to love and care for each other and to bring a blessing to the area in which they lived. Hillingdon Park Baptist Church, its trustees and members are committed to the restoration of those New Testament principles. It is not alone in this, it is one of many Churches in the area, country and all over the world that is re-discovering the excitement of knowing Jesus Christ. The vision is to see the people of Hillingdon district come into this experience of knowing Jesus as their Lord, Saviour and friend.

**Summary of the charity's main activities and achievements**

This year has been greatly affected by the pandemic and associated restrictions on meeting face to face. Up to March 17th meetings were held as normal, after that all meetings other than a few youth meetings during the summer have been held on Zoom or other digital platforms. Plans have been put in place for restarting meetings in person but frequently changing restrictions have prevented any meetings taking place. Throughout this period, the Minister has circulated a Thought for the Day by e-mail and kept in touch with the fellowship by e-mail, and phone for those not on e-mail.

During the year there has been a demonstration of the Christian faith in action by serving the community in which it operates in the following ways:

- Regular acts of public worship and teaching with at least one service every Sunday and also on other special days, these have continued on Zoom led by the Pastor or Youth & Children's Worker. There has also been a weekly morning prayer meeting and a prayer ministry team available for most of the year via telephone or over the internet. The Church also operates a number of Connect Groups during the week that met at various venues generally in member's homes or over the internet for discussion, teaching and prayer. A virtual MacMillan Coffee Morning was held, and shoeboxes collected for Operation Christmas Child sent through Samaritan's Purse via The Entertainer shop.

- The Youth & Children's worker continues to provide enthusiasm and leadership to the youth work team in what has been a difficult year due to restrictions on meeting in person. Until mid-March a wide ranging youth work programme took place, including clubs on Friday evenings for 5 to 16 year-olds, teaching sessions specifically for young people on Sundays and other evenings, and a parent and baby/toddler group on a weekday afternoon. After lockdown, meetings on Zoom were held on Friday evenings and on Sundays. All contact with young people had to be carried out remotely, taking account of safeguarding rules.

- Community outreach through Dovetail Community Outreach, a separate charity (registration number 1121797), runs a daily lunch club and a bereavement support service. In March the Dining Centre had to close and remained closed until October when it reopened offering a takeaway/delivery service. A number of local community groups used the premises during the week at the start of the year, all of these ceased at the end of March. Only Springboard West, which teaches pupils out of school for a variety of reasons in rooms at the Church restarted in September as schools were again open. The premises had to be closed in mid-March and remained so until the end of the year. Phone numbers and e-mail contacts were displayed for anyone who wanted to contact the minister or other members of the Church.

All of the Church activities are open to anyone who wishes attend, although during lockdown invitations were needed to join on-line meetings, these were available for anybody who asked, subject to safeguarding provisions.

The Church also supports mission work both in the UK and overseas both through prayer and financial giving which is detailed in this report.

The sanctuary area of the building continues to be of concern with a slightly uneven floor and movement of the building causing cracks to appear. Discussions have been had with our insurers and their solicitors and with the Housing Association who own the adjoining land where the trees are located. These did not make much progress during 2020, due in some part to the pandemic, and discussions are ongoing with surveyors and tree specialists regarding what can be done and paying for any work recommended; this will be ongoing in 2021. We also received a grant from Hillingdon Council of £7,000 towards updated the PA system, this work has been carried out during the time the building has been relatively unused.

The Trustees ensured that the building was kept safe during various lockdowns and water was run through the pipes at least weekly to prevent any potential for developing Legionnaire's Disease.

A more information regarding the Church's activity can be found on the Church internet site at <http://www.hilypark.org.uk>.

In planning the activities the Trustees have had regard to the guidance issued by the Charity Commission on public benefit and the guidance on safeguarding. The Trustees have formed a Safeguarding Team which includes a Trustee, the Youth & Children's Worker and 2 other members with experiences in this area, this group reports back any issues to the Trustees.

### **Related parties**

Rev Reg Craig, Judy Hazelgrove, Robin Dearing, Andy Lomath and Heather Smith are also trustees of Dovetail Community Outreach; Maria Penicud, Antoine Fritz and Kunle Ogunbanjo were trustees of Dovetail Community Outreach whilst they were trustees of the Church, Rev Reg Craig was a trustee of U Can Ask Angels (this charity ceased to exist in June 2020); Andy Lomath is a trustee of Hillingdon Street Angels; Antoine Fritz is a trustee of Theological Hunger.

### **Financial review**

During the year income decreased by £13,700, to £125,400, and expenditure decreased by £3,200, to £139,700. As a result the cash held by the charity decreased by £14,300, to £47,200, of which £45,500 is unrestricted and can be used for any charitable purpose.

The restrictions around the pandemic considerably reduced the income from hiring rooms and also from Sunday offerings. Many of the members responded by making donations by bank transfer such that income from offerings was not reduced. Expenditure was reduced due to the building not being used as much as in the past, and the cleaner was furloughed from mid-March until the end of August.

### **Reserves policy**

As part of the budget setting discussions in November 2018 the Trustees discussed the reserves policy and at a subsequent meeting on 6th January 2020 agreed that the Church should hold 4 months running costs in reserve to cover stipends, salaries and other running costs [approximately £40,000], but that no more than 12 months running costs should be held as general fund reserves (if the building needed major work and a special fund was set up to finance this then that money would not be considered part of the reserves). At the year end, the charity held unrestricted cash of £45,500 and the charity is complying with its reserves policy.

### **Governance**

Responsibility for setting policy and for making operating decisions rest with the trustees who meet regularly to monitor the activities of the charity. New trustees are appointed by vote by secret ballot at a Church Members' Meeting (usually the AGM) following a nomination by the process laid out in the constitution.

**Responsibilities of trustees**

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

**Approval**

This report was approved by the trustees and signed on their behalf by:

Andrew Lomath

Date: 29 March 2021

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
HILLINGDON PARK BAPTIST CHURCH**

I report to the trustees on my examination of the accounts of Hillingdon Park Baptist Church ('the charity') for the year ended 31 December 2020 on pages 7 to 10 following.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 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 2011 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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

Jaimée Young

Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 08 April 2021

**HILLINGDON PARK BAPTIST CHURCH**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	<u>Unrestricted Funds</u>		Restricted Funds	Total 2020	Total 2019
		General Funds	Designated Funds			
		£	£	£	£	£
<b><i>Income receipts</i></b>						
Donations		71,644	-	1,655	73,299	69,156
Gift aid receipts		16,448	-	489	16,937	16,586
Government grants		1,613	-	-	1,613	-
Other grants		-	-	7,000	7,000	-
Income from charitable activities and events		437	-	4,385	4,822	15,156
Hall Hire		11,159	-	-	11,159	26,848
Dovetail rental income		9,600	-	-	9,600	9,600
Investment income		127	-	-	127	281
Other		849	-	-	849	1,489
<b><i>Total receipts</i></b>		<b>111,877</b>	<b>-</b>	<b>13,530</b>	<b>125,406</b>	<b>139,117</b>
<b><i>Payments</i></b>						
Payments in relation to charitable activities undertaken directly	2	100,710	-	22,285	122,995	124,428
Grants paid in relation to charitable activities undertaken by others	3	15,174	-	1,504	16,678	18,396
<b><i>Total payments</i></b>		<b>115,884</b>	<b>-</b>	<b>23,789</b>	<b>139,673</b>	<b>142,824</b>
Net of receipts / (payments) before transfers		(4,008)	-	(10,259)	(14,267)	(3,707)
Transfers between funds	5	-	-	-	-	-
<b>Net movement in funds</b>		<b>(4,008)</b>	<b>-</b>	<b>(10,259)</b>	<b>(14,267)</b>	<b>(3,707)</b>
Cash funds as at last year end		49,504	-	11,979	61,483	65,190
<b>Cash funds at this year end</b>	A	<b>45,497</b>	<b>-</b>	<b>1,720</b>	<b>47,216</b>	<b>61,483</b>

The notes on pages 9 - 10 form part of these accounts.



**HILLINGDON PARK BAPTIST CHURCH**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	funds	2020	2019
	funds	funds			
	£	£	£	£	£
<b>A Cash funds</b>					
Cash at bank with immediate access	2,500	-	1,720	4,219	18,553
Notice deposits	42,813	-	-	42,813	42,685
Petty cash	184	-	-	184	244
	<b>45,497</b>	<b>-</b>	<b>1,720</b>	<b>47,216</b>	<b>61,483</b>
<b>B Other monetary assets</b>					
Gift aid due to charity	12,615	-	-	12,615	12,041
Refund due (cancellation of events)	894	-	-	894	1,418
Other debtors	-	-	-	-	1,465
	<b>13,509</b>	<b>-</b>	<b>-</b>	<b>13,509</b>	<b>14,924</b>
<b>C Liabilities</b>					
<b>Falling due within one year:</b>					
PAYE/NI due	1,054	-	-	1,054	1,281
Fee for Independent Examination	1,140	-	-	1,140	1,020
Overpaid rent	2,400	-	-	2,400	-
Accrued expenses	47	-	-	47	218
	<b>4,640</b>	<b>-</b>	<b>-</b>	<b>4,640</b>	<b>2,519</b>
<b>D Assets retained for charity's own use</b>				Insurance	Insurance
				value	value
				2020	2019
				£	£
Church Building				2,233,782	2,200,743
Manse				364,943	353,629
Equipment				123,786	121,955
				<b>2,722,511</b>	<b>2,676,327</b>

The trustees have used insurance values as the trustees are unable to reliably estimate current values; insurance values may differ materially from current values.

The accounts were approved by the trustees and signed on their behalf

by date  
29 March 2021  
Andrew Lomath

The notes on pages 9 - 10 form part of these accounts.

HILLINGDON PARK BAPTIST CHURCH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

		<u>Unrestricted Funds</u>		Restricted Funds	Total 2020	Total 2019
		General funds	Designated funds			
		£	£	£	£	£
<b>2 Payments in relation to charitable activities undertaken directly</b>						
<b>Employment costs</b>	Note 4					
Salaries		63,855	-	-	63,855	62,787
Pension costs		2,538	-	-	2,538	2,526
National Insurance		1,877	-	-	1,877	2,537
<b>Ministry</b>						
Youth work		2,396	-	-	2,396	5,360
Speakers		-	-	-	-	805
Training and support		1,831	-	-	1,831	2,423
Outreach and care		83	-	-	83	264
Worship, teaching and events		147	-	15,285	15,432	11,414
Discretionary gifts		99	-	-	99	280
Music		903	-	-	903	803
Catering		12	-	-	12	457
Women's Ministry		20	-	-	20	346
<b>Manse costs</b>	Note 4					
Council tax		2,180	-	-	2,180	2,101
Utilities and telephone		1,335	-	-	1,335	1,320
Insurance		672	-	-	672	652
Maintenance		90	-	-	90	133
<b>Premises</b>						
Equipment		319	-	-	319	97
General maintenance		2,667	-	-	2,667	2,262
Projects		3,210	-	7,000	10,210	6,653
Utilities		5,187	-	-	5,187	7,881
Insurance		2,295	-	-	2,295	2,260
<b>Support and administration</b>						
Office supplies and support		3,741	-	-	3,741	5,773
Telephone		1,153	-	-	1,153	1,247
Cleaning supplies		2,917	-	-	2,917	2,753
Governance and licences		1,181	-	-	1,181	1,058
Travel and other expenses		3	-	-	3	237
		<u>100,710</u>	<u>-</u>	<u>22,285</u>	<u>122,995</u>	<u>124,428</u>

HILLINGDON PARK BAPTIST CHURCH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

	<u>Unrestricted Funds</u>		Restricted Funds	Total 2020	Total 2019
	General funds	Designated funds			
	£	£	£	£	£
<b>3 Grants and gifts paid to others</b>					
Organisations:					
London Baptist Association	4,000	-	-	4,000	4,000
BMS World Mission	4,000	-	-	4,000	4,000
Grassroots	2,035	-	255	2,290	2,929
SIM International	2,000	-	-	2,000	2,000
Tearfund (missionary)	1,531	-	169	1,700	2,255
Dovetail Community Outreach	-	-	250	250	1,000
Organisations < £1,000	1,608	-	70	1,678	2,212
Individuals	-	-	760	760	-
	<u>15,174</u>	<u>-</u>	<u>1,504</u>	<u>16,678</u>	<u>18,396</u>

**4 Transactions with related parties**

The minister of the church, Rev. Reg Craig, is also a trustee. The employment costs incurred in his capacity as minister and not as trustee, totalled £32,316 [2019: £31,968], as permitted by the governing document.

Matthew Craig, son of trustee Reg Craig, was paid £25,980 [2019: £25,380] in his capacity as youth worker, as permitted by the governing document.

In addition the charity incurred expenditure (see 'manse costs' in note 2) in respect of the provision of accommodation (which is customary for ministers) to Rev Craig, who is a trustee so that they could better perform their duties.

No remuneration or expenses were paid to any other trustee or to any person connected with them.

**5 Movement of funds**

	Balance at 31Dec2019	Receipts	Payments	Transfers	Balance at 31Dec2020
	£	£	£	£	£
General funds	49,504	111,877	(115,884)	-	45,497
	<u>49,504</u>	<u>111,877</u>	<u>(115,884)</u>	<u>-</u>	<u>45,497</u>
Restricted funds					
Ladies Day	257	-	-	-	257
Building Fund	-	7,500	(7,000)	-	500
Spring Harvest/ Big Church Day Out	10,990	4,385	(15,285)	-	90
Special Gift Fund	733	1,644	(1,504)	-	873
	<u>11,979</u>	<u>13,530</u>	<u>(23,789)</u>	<u>-</u>	<u>1,720</u>
Total funds	<u>61,483</u>	<u>125,406</u>	<u>(139,673)</u>	<u>-</u>	<u>47,216</u>