

# Hillingdon Park Baptist Church

Report and Accounts

Year ended 31 December 2021

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
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**HILLINGDON PARK BAPTIST CHURCH**  
**LEGAL AND ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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 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

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**HILLINGDON PARK BAPTIST CHURCH**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

The Trustees have pleasure in submitting the Report and Accounts for the year ended 31 December 2021.

**Objects of the charity**

The charity, which is a church, is governed by a trust deed and is constituted as a trust. 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. The Trustees appreciate that they have a responsibility for the people and the building.

**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. From the start of the year meetings were held on Zoom or other digital platforms. Plans to restart meetings in person have been kept under constant review and frequently changed as restrictions imposed by the government changed. On 11th July, services with a congregation resumed with a 9:30 adult service with a more traditional format and an 11:00 family service. Both services were also available on Zoom. Throughout the period up to restarting services with a congregation the Minister 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. All of the meetings held in person have complied with COVID best practise in place at the time.

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. 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 and sent through Samaritan's Purse.

\* 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. Clubs on Friday evenings for 5 to 16 year-olds resumed at the beginning of September as did teaching sessions specifically for young people on Sundays and a parent and baby/toddler group on a weekday afternoon. Prior to this meetings were held on Zoom where possible. All contact with young people that had to be carried out remotely was conducted 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. The Dining Centre offered a takeaway/delivery service until the beginning of August when it was felt to be safe to restart dining on the premises. The local community groups restarted using the premises during the summer, although 3 of the previous groups either ceased to exist or stopped using the premises. Springboard West, which teaches pupils out of school for a variety of reasons in rooms at the Church, operated throughout the year. During the time when the building remained closed, 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 ongoing with our insurers and their solicitors and with the Housing Association who own the adjoining land where some of the trees are located. In July the Trustees commissioned a local company of tree experts to survey the trees surrounding the building; the report detailed all of the trees with roots likely to have some impact and recommended actions. Action has been taken on the trees on Church property and discussions are ongoing with the owners of the other trees. Later in the year the insurance company commissioned a survey of the ground which involved digging three holes to explore the soil and roots. This report was received in late December and concluded that the movements in the building were due to the clay soil on which the Church is built hence not covered by the insurance. The trustees will now consider how to proceed.

We received financial support from Hillingdon Council for upgrading the audio visual system in the Church to improve the experience for both those attending in person and participating on-line. The total value of this work was almost £19,000 and was paid directly to the supplier.

A Special Church Members Meeting was held on 24<sup>th</sup> October which approved changes to the constitution to permit Church Members Meetings and Trustee Meetings to be held either wholly or partially with participants on electronic media; and also to permit Trustees to be elected for more than 2 consecutive terms.

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, Robin Dearing and Heather Smith resigned from being Dovetail trustees in December 2021; Andy Lomath is a trustee of Hillingdon Street Angels.

### **Financial review**

During the year income decreased by £10,700, to £114,700, and expenditure decreased by £18,200, to £121,500. As a result the cash held by the charity decreased by £6,800, to £40,500, of which £38,400 is unrestricted and can be used for any charitable purpose.

The restrictions around the pandemic have considerably reduced the income from hiring rooms and it seems that this will continue into 2022. Offerings have remained at a similar level for the last 5 years. Expenditure was reduced in 2021 due to the building not being used as much as in the past, but with increased use of the building expenditure will rise and a number of maintenance issues have been identified.

**Reserves policy**

The trustees agreed that the Church should hold 4 months running costs in reserve to cover stipends, salaries and other running costs which equates to approximately £34,000, but that not more than 12 months running costs should be held as general fund reserves. At the year end, the charity held unrestricted cash of £38,400 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: 07 March 2022

**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 2021 on pages 6 to 9 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: 14 March 2022

**HILLINGDON PARK BAPTIST CHURCH**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	<u>Unrestricted Funds</u>		Restricted Funds	Total 2021	Total 2020
		General Funds	Designated Funds			
		£	£	£	£	£
<b>Income receipts</b>						
Donations		72,002	-	565	72,567	73,299
Gift aid receipts		17,706	-	139	17,844	16,937
Government grants		-	-	-	-	1,613
Other grants		-	-	-	-	7,000
Income from charitable activities and events		599	-	5,010	5,608	4,822
Hall rental income		10,171	-	-	10,171	11,159
Dovetail rental income		7,200	-	-	7,200	9,600
Investment income		49	-	-	49	127
Insurance claim		1,084	-	-	1,084	-
Other		100	-	-	100	849
		<u>108,911</u>	<u>-</u>	<u>5,714</u>	<u>114,625</u>	<u>125,406</u>
<b>Capital and similar receipts</b>						
Sale of fixed assets		107	-	-	107	-
		<u>107</u>	<u>-</u>	<u>-</u>	<u>107</u>	<u>-</u>
<b>Total receipts</b>		<u>109,018</u>	<u>-</u>	<u>5,714</u>	<u>114,732</u>	<u>125,406</u>
<b>Payments</b>						
Payments in relation to charitable activities undertaken directly	2	99,959	-	4,955	104,914	122,995
Grants paid in relation to charitable activities undertaken by others	3	14,713	-	471	15,185	16,678
		<u>114,673</u>	<u>-</u>	<u>5,426</u>	<u>120,099</u>	<u>139,673</u>
Loans made		1,397	-	-	1,397	-
		<u>1,397</u>	<u>-</u>	<u>-</u>	<u>1,397</u>	<u>-</u>
<b>Total payments</b>		<u>116,070</u>	<u>-</u>	<u>5,426</u>	<u>121,496</u>	<u>139,673</u>
Net of receipts / (payments) before transfers		(7,052)	-	288	(6,764)	(14,267)
Transfers between funds	5	103	-	(103)	-	-
<b>Net movement in funds</b>		<u>(6,949)</u>	<u>-</u>	<u>185</u>	<u>(6,764)</u>	<u>(14,267)</u>
Cash funds as at last year end		45,497	-	1,720	47,216	61,483
<b>Cash funds at this year end</b>	A	<u>38,548</u>	<u>-</u>	<u>1,904</u>	<u>40,452</u>	<u>47,216</u>

The notes on pages 8 - 9 form part of these accounts.

**HILLINGDON PARK BAPTIST CHURCH**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	<u>Unrestricted Funds</u>				
	General funds	Designated funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£	£
<b>A Cash funds</b>					
Cash at bank with immediate access	2,171	-	1,904	4,075	4,219
Notice deposits	36,175	-	-	36,175	42,813
Petty cash	202	-	-	202	184
	<u>38,548</u>	<u>-</u>	<u>1,904</u>	<u>40,452</u>	<u>47,216</u>
<b>B Other monetary assets</b>					
Gift aid due to charity	12,446	-	116	12,562	12,615
Refund due (cancellation of events)	-	-	-	-	894
Other debtors [loan]	1,397	-	-	1,397	-
	<u>13,843</u>	<u>-</u>	<u>116</u>	<u>13,959</u>	<u>13,509</u>
<b>C Liabilities</b>					
<b>Falling due within one year:</b>					
PAYE/NI due	1,172	-	-	1,172	1,054
Fee for Independent Examination	1,140	-	-	1,140	1,140
Overpaid rent	-	-	-	-	2,400
Accrued expenses	101	-	-	101	47
	<u>2,414</u>	<u>-</u>	<u>-</u>	<u>2,414</u>	<u>4,640</u>
<b>D Assets retained for charity's own use</b>				Value 2021	Value 2020
				£	£
Church Building				2,276,224	2,233,782
Manse				384,655	364,943
Equipment				126,138	123,786
				<u>2,787,017</u>	<u>2,722,511</u>

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 Andrew Lomath date 07 March 2022

The notes on pages 8 - 9 form part of these accounts.



**HILLINGDON PARK BAPTIST CHURCH**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**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 2021	Total 2020
		General funds	Designated funds			
		£	£	£	£	£
<b>2 Payments in relation to charitable activities undertaken directly</b>						
<b>Employment costs</b>	Note 4					
Salaries		64,957	-	-	64,957	63,855
Pension costs		2,633	-	-	2,633	2,538
National Insurance		1,656	-	-	1,656	1,877
<b>Ministry</b>						
Youth work		1,843	-	-	1,843	2,396
Training and support		1,567	-	-	1,567	1,831
Outreach and other ministries		71	-	-	71	103
Worship, music, teaching and catering		1,535	-	4,955	6,490	16,347
Discretionary gifts		-	-	-	-	99
<b>Manse costs</b>	Note 4					
Council tax		2,303	-	-	2,303	2,180
Utilities and telephone		1,370	-	-	1,370	1,335
Insurance		709	-	-	709	672
Maintenance		543	-	-	543	90
<b>Church premises</b>						
Equipment		-	-	-	-	319
General maintenance and cleaning		5,185	-	-	5,185	5,584
Fabric projects		1,833	-	-	1,833	10,210
Utilities		4,423	-	-	4,423	5,187
Insurance		2,299	-	-	2,299	2,295
<b>Support and administration</b>						
Office supplies and support		4,452	-	-	4,452	3,741
Telephone		1,038	-	-	1,038	1,153
Governance and licences		1,299	-	-	1,299	1,181
Travel and other expenses		243	-	-	243	3
		<u>99,959</u>	<u>-</u>	<u>4,955</u>	<u>104,914</u>	<u>122,995</u>

**3 Grants and gifts paid to others**

Organisations:					
London Baptist Association	4,000	-	-	4,000	4,000
BMS World Mission	4,000	-	-	4,000	4,000
Grassroots	2,000	-	-	2,000	2,290
SIM International	2,000	-	-	2,000	2,000
Tearfund (missionary)	1,166	-	434	1,600	1,700
Faith Missions Trust	1,000	-	-	1,000	500
Organisations < £1,000	547	-	38	585	1,428
Individuals	-	-	-	-	760
	<u>14,713</u>	<u>-</u>	<u>471</u>	<u>15,185</u>	<u>16,678</u>

**HILLINGDON PARK BAPTIST CHURCH**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**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 £32,820 [2020: £32,316], as permitted by the governing document.

Matthew Craig, son of trustee Reg Craig, was paid £26,520 [2020: £25,980] 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**

	Opening balance £	Receipts £	Payments £	Transfers £	Closing balance £
General funds	45,497	109,018	(116,070)	103	38,548
	<u>45,497</u>	<u>109,018</u>	<u>(116,070)</u>	<u>103</u>	<u>38,548</u>
Restricted funds					
Ladies Day	257	-	-	(13)	244
Building Fund	500	125	-	-	625
Spring Harvest / Big Church Day Out	90	5,024	(4,955)	(90)	69
Special Gift Fund	873	565	(471)	-	967
	<u>1,720</u>	<u>5,714</u>	<u>(5,426)</u>	<u>(103)</u>	<u>1,904</u>
Total funds	<u>47,216</u>	<u>114,732</u>	<u>(121,496)</u>	<u>-</u>	<u>40,452</u>

The Ladies Day funds relate to an annual event organised by the ladies of the Church, and the transfer relates to funds paid out from general funds in a previous year.

The Building Fund is for major works on the Church building.

The Spring Harvest / Big Church Day Out fund relates to external events for which the Church pays as a group booking for a cheaper rate. The transfer relates to funds paid previously from general funds.

The Special Gift Fund relates to donations given for the purpose of short term mission or special appeals often around harvest and Christmas.