

Trustees' Annual Report

For the period: From 01/04/20 To 31/03/21

Charity name: Westfield United Reformed Church

Charity registration number: 1131463

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the Charity 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.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Worship services, Home-groups Children's club, Parents & Toddlers groups School assemblies & counselling, Community cafe, Base for assistance to homeless people, Fair Trade promotion, Ugandan teacher's support.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit

Additional information

	SORP reference	
Contribution made by volunteers	Para 1.38	Volunteers carry out the majority of the work of the church. Volunteers are on the staff of the cafe and members of the congregation carried out the outreach and pastoral work of the church.

Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The church's activities were constrained during the report period by the restrictions imposed to reduce the spread of Covid-19. However, the church adapted its activities and many continued, though in a different form.</p> <p>Worship continued by using Zoom and in fact enabled people living some distance from the building, even overseas, to take part in services. Some members without computers took part by using a telephone link but a few were unable to join in this form of worship.</p> <p>The premises were closed to groups from both within and without the church, leading to a loss of income from lettings. However, the church cafe staff continued to work with the local authority to outreach to the homeless. Although the cafe itself was closed to the public, the kitchen facilities were used every weekday to support rough sleepers and key workers and to prepare weekly meals and occasional afternoon teas. These were delivered to the housebound and seemed to be much appreciated. The church received surplus flowers and plants from a town centre store which the church delivered to local households. These activities maintained a link with our community and served to reduce isolation.</p> <p>Work with children, young people and families continued during lock-down by delivering children's activity packs to family homes and using a Zoom link and social media .</p> <p>Mission work continued by supporting four bodies outside the church during the year and also on-going support for dental training and teacher support in Uganda.</p>
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The church's financial situation is shown in the audited accounts submitted along with this report. Although income from lettings and the cafe dropped during the Covid-19 pandemic, giving from the congregation remained strong. Outgoings were reduced due to the limited use of the premises, staff were placed on furlough and grants received for the church's work with the homeless and other support work. The church's financial situation is kept under continual review and the financial year ended with a small surplus balance.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The church has a policy of holding 3 month's staff salary in reserve.
Amount of reserves held	Para 1.22	£16,026
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Funds are monitored closely to assess to the effect of the easing of lock-down restriction on income from the cafe and lettings

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charities principal source of funds are - Giving by the congregation Room lettings Cafe sales Grants for specific activities
A description of the principal risks facing the charity	Para 1.46	The principal risk facing the charity in the year under review was the unexpected loss of income from room lettings and the cafe due to the Covid restrictions. This was managed by reducing expenditure and securing grants to cover the continuing work with the community..

Structure, Governance and Management

Description of charity's trusts:		None
Type of governing document	Para 1.25	The church has adopted a constitution on 25 th July 2021
How is the charity constituted?	Para 1.25	The Church is governed by the Church Meeting. The Church Meeting is open to the entire congregation, although only Members are permitted to vote when there is a formal vote. However, the meeting usually works by consensus so that the views of all may be heard and taken into account. Members of the congregation join the church by making a confession of faith or by transfer from another church. Elders are elected from the membership to lead the congregation and are ordained into office. The function of the Elder is much wider than that of a Trustee and includes pastoral oversight of the congregation.
Trustee selection methods	Para 1.25	Trustees are the serving Elders of the church, selected as above, and generally serve for a period of two to four years

Additional information

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Members receive appropriate training before appointment as Elders. Once appointed Elders as Trustees take part in relevant training provided by the URC as the courses arise.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The church is part of the United Reformed Church and subject to its oversight and discipline. The minister and Elders meet monthly and advise the Church meeting which meets every other month.
Relationship with any related parties	Para 1.51	none

Reference and Administrative details

Charity name	Westfield United Reformed Church
Other name the charity uses	None
Registered charity number	1131463
Charity's principal address	Church Office West Street Bridgwater Somerset TA6 7EU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher Baillie	Minister	Whole year	N/A
2	Thomas Dougall	Secretary	Whole year	Church Meeting
3	Ian Dyer		Whole year	Church Meeting
4	Judith Adcock		Whole year	Church Meeting
5	Jacqueline Bartholomew		Whole year	Church Meeting
6	Richard Bartholomew		Whole year	Church Meeting
7	Rachel Leach		Whole year	Church Meeting

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	Thomas Murray Dougall
Position (eg Secretary, Chair, etc)	Secretary
Date	



1131463

CC16a

31st March 2021

Last year

Offerings	39,383	3,553	-	42,936	80,149
Donation General	2,984		-	2,984	6,533
Monies raised for outside causes		9,801	-	9,801	12,704
Gift aid tax repayment	10,899		-	10,899	11,507
Legacies	-		-	-	
Property - church/hall users	37,139		-	37,139	81,656
Grants received - Sedgemoor District Council			-	-	5,470
Grants received - Somerset Communities Foundation		8,500		8,500	13,922
Grants received - URC SW Synod		1,417		1,417	5,000
Grants received - Sedgemoor County Council				-	500
Grants received - Bridgwater Town Council				-	3,000
Grants received - Coronavirus - Job Retention Scheme		4,279		4,279	
Grants received - Coronavirus - Working with Homeless		21,372		21,372	
Grants received - Coronavirus - Other		23,080		23,080	
Church Organisation Donations (Inc Fair and Car)				-	8,388
Donations				-	
Miscellaneous	247			247	2,062
Bank interest & investment income	10			10	16

Total receipts	90,662	72,002	-	162,664	230,907
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Total payments	146,369	13,432	-	159,801	257,760
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Net of receipts/(payments)	-	55,707	58,570	-	2,863	-	26,853
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	2017	2018	2019	2020	2021
A5 Transfers between funds	-	-	-	-	-

A6 Cash funds last year end	-	18,262	31,425	-	13,163	40,016
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Cash funds this year end	-	73,969	89,995	-	16,026	13,163
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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash	42	-	-
		-	-	-
		-	-	-
	Total cash funds	42	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Bank current account	8,230	-	-
	Deposit account	-	13,479	-
	Building saver account	-	4,346	-
	Café account	589	-	-
	Mission account	-	4,182	-
	Luncheon account	1,108	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Other assets	Gift aid recoverable	2100	-	-
	Rent receivable	0	-	-
	PAYE/NIC recoverable	4141	-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Kitchen refurbishment	24142	-	-
	Equipment	7632	-	-
	Computer equipment	610	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Trade creditors	700	-	
	Wages control account	633	-	
	Loan from South West URC Synod	53242	-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

WESTFIELD UNITED REFORMED CHURCH
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2021

	<u>2021</u>	<u>2020</u>
<u>RECEIPTS</u>		
Donations - Unrestricted	42,367	45,425
Donations - Restricted	3,553	41,257
Gift aid	10,899	11,507
Cafe income	30,869	36,915
Children and young people	3,555	15,878
Mission - Restricted	9,801	12,704
Luncheon Club	-	5,764
Fair and carnival parking	-	8,388
Grants	58,648	27,892
Rent receivable	2,715	23,099
Other income	247	2,062
Bank interest received	10	16
	162,664	230,907
<u>PAYMENTS</u>		
Café purchases	4,537	13,887
Luncheon club purchases	-	3,575
Wages and salaries	45,887	52,190
Staff pension costs	505	603
Staff training	430	176
Rates	3,690	4,111
Insurance	4,013	3,859
Light and heat	8,965	7,115
Cleaning	4,771	6,601
Repairs and maintenance	21,191	4,134
URC assessment	40,897	44,500
Print, postage and stationery	180	
Computer costs	4,940	3,648
Hire of equipment	945	1,031
Pastoral and worship	817	1,525
Accountancy fees	1,440	1,277
Bank charges	132	591
Credit card charges	584	766
Bad debts	2,500	
General expenses	762	382
Strengthening communities capital expenditure	320	90,128
Loan interest	414	
	147,920	240,099
<u>CHARITABLE GIVING</u>		
Mission - restricted	11,411	16,147
General expenses - restricted	470	
Charitable donations	-	1,514
	11,881	17,661
Income / (Loss) for the year	£2,863	(£26,853)

WESTFIELD UNITED REFORMED CHURCH
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2021

	<u>2021</u>	<u>2020</u>
<u>FIXED ASSETS</u>		
Kitchen Refurbishments inc Legal Fees	24,142	24,142
Fixtures, fittings & equipment	7,632	7,632
Computer equipment	610	-
	<u>32,384</u>	<u>31,774</u>
<u>CURRENT ASSETS</u>		
Gift Aid recoverable	2,100	751
Rent receivable	-	2,500
PAYE/NIC recoverable	4,141	577
Deposit refurb account	13,479	478
Deposit account	4,346	5,417
Current account	8,230	3,149
Café account	589	2,235
Mission account	4,182	3,072
Luncheon account	1,108	1,159
Petty cash account	42	2
	<u>38,217</u>	<u>19,340</u>
<u>CURRENT LIABILITIES</u>		
Trade Creditors	700	1,448
Loan - South West URC Synod	53,242	36,239
Wages control account	633	264
	<u>(54,575)</u>	<u>(37,951)</u>
	<u>16,026</u>	<u>13,163</u>
<u>TOTAL RESERVES (Restricted & Unrestricted)</u>	<u>16,026</u>	<u>13,163</u>

ACCOUNTANTS' REPORT

We have prepared the foregoing accounts without carrying out an audit from the books and records maintained by our client and from information and explanations supplied by them.

34 North Street
Bridgwater

8th September 2021

Michael J Dodden & Co
Chartered Certified Accountants