



Horley Baptist Church

REPORT & ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2023

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Horley Baptist Church
Charity no 1133976

FOR THE YEAR ENDED 31st MARCH 2023

LEGAL & ADMINISTRATIVE DETAILS

ADDRESS FOR CORRESPONDENCE

Horley Baptist Church
289 Court Lodge Road
Horley
Surrey RH6 8RG

GOVERNING DOCUMENT Constitution adopted 25th February 2009

TRUSTEES

Date Appointed (if during Year)	Term of Office Ended
------------------------------------	-------------------------

Mrs Janet Banfield	
Mr Bernard Bellingham	
Mrs Sue Duff (Treasurer)	
Mr Ian Gray	
Mr Darren Jones (Children and Families Pastor)	
Dr David Mekanjuola	
Mrs Gillian Martin	
Mr Christiaan Muller	Mar-23
Mr Neil Robinson	
Mrs Angie Robinson	Mar-23
Rev Martin Shorey (Minister)	
Mrs Helen Sweet	Mar-23
Mrs Sandra Turner	

PRINCIPAL BANKERS

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill,
West Malling,
Kent ME19 4JQ

INDEPENDENT EXAMINER

Lisa Darby FCA
Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Horley Baptist Church
REPORT OF THE TRUSTEES

for the Year Ending 31 March 2023

The Trustees have pleasure in submitting the Report and Accounts for the year.

Structure, Governance and Management

Government

The charity, which is a church, is constituted as an unincorporated charitable association governed by a constitution (Approved Governing Document) adopted on 25th February 2009.

The policy and operating decisions of the charity rest with the Trustees who meet regularly to monitor the activities of the Church.

Trustee Selection

New trustees are appointed by the members of the church. Trustees are elected by secret ballot at a Church members' meeting. The Minister(s) if any and Deacons, Elders and Treasurer are together the Charity Trustees of the Church. Where there is a Minister (or Ministers) that (those) persons are Charity Trustees because of their roles and responsibilities.

Membership of the Baptist Union of Great Britain

The Church is a member of the Baptist Union of Great Britain and of the South East Baptist Association. The Church will normally promote, encourage, support and advance the work of the Baptist Union, the South East Baptist Association and BMS World Mission through prayer, through financial contributions and, where appropriate, by making personnel available from the membership of the Church. When it is able the Church will also support local Baptist and ecumenical gatherings.

Objectives and Activities

Objects of the charity

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. The Horley Baptist Church; its trustees, elders 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 Horley area come into this experience of knowing Jesus as their Lord, Saviour and friend.

Review of Activities

In planning the activities the Trustees have had regard to the guidance on public benefit issued by the Charity Commission.

The Church Leadership seeks to lead the fellowship in four main areas of Christian living:

- Worship
- Prayer
- Discipleship
- Reaching out to others (Mission)

Horley Baptist Church
REPORT OF THE TRUSTEES

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The Church Leadership seeks to lead the fellowship in four main areas of Christian living:

- Worship
- Prayer
- Discipleship
- Reaching out to others (Mission)

The Church engages in a range of Activities either on its own or with others that will vary from time to time. The Activities include but are not restricted to:

- regular public worship, prayer, Bible study, preaching and teaching;
- baptism, as defined in the Union's Declaration of Principle;

- the Communion of the Lord's Supper which shall normally be observed at least once a month;
- evangelism and mission, locally, regionally, nationally and internationally;
- the welcome, encouragement, teaching and inclusion of all regardless of background;
- nurture and growth of Christian disciples;
- education and training for Christian and community service;
- giving and encouraging pastoral care;
- supporting and encouraging charitable social action in the United Kingdom and abroad;
- encouraging relationships with and supporting Baptists and other Christians.

The Church seeks to demonstrate the Christian faith in action by serving the community in which it is placed and offers a variety of activities and facilities to this end, such as:

- Children and young people's groups
- Support for local schools
- Support for people with Special Needs
- Monthly services designed to be inclusive for people with learning difficulties, mental health and physical disabilities
- Facilities used for regular community groups, such as County Care, fostering and healthcare services.
- Home groups to enable study, fellowship and discussion of the Christian faith for people at all levels of faith (from enquiry to maturity).
- Leading groups or supporting individuals in local residential homes
- Working with the other Horley churches to run the Horley Food Bank.
- Craft activities to bring the community together and encourage skills to "make do and mend"
- Monthly meetings for Dads and their toddlers

The Church are delighted to be able to meet in person, after the ending of the lockdown restrictions over recent years. The Church has, however, continued to broadcast online services (which were begun during that period) to help meet the needs of people who are unable to attend services in person as well as others who may access services from further afield. The Church now intends to keep its online services and other resources available in the longer term.

The Church seeks to be a friendly and welcoming community and anyone is free to attend its activities which are run by the members and volunteers for the benefit of all. The church seeks to offer practical support for local families in need in a variety of ways, such as provision of hot meals, and support of the local food bank. In the winter of 2022-23, when fuel prices soared, the Church joined with the local council "Warm Hub" initiative, opening its doors for local people to access a warm space.

The Church is committed to serving the wider world and has members serving abroad in a number of countries in humanitarian and mission work. The church gives financial support to other charitable organisations which promote the Christian faith and/or offer humanitarian support at home and abroad.

Employees and Volunteers

The Church employs a small staff of Minister(s), Children's and Families' Pastor(s) and administration staff. However, it is dependent upon the work and support of its volunteers to achieve the aims of the charity.

Achievements and Performance

At the end of the year there were 156 members.

During the year there have been 7 new members and 0 deleted members (through death or resignation).

During the year there have been 11 baptisms.

The Church normally holds worship services every Sunday and a large variety of meetings each week for many different groups.

A number of children's and young peoples' activities and groups are run every week, catering for all ages from 0 to 18.

During the coronavirus pandemic the Church has moved to provide online services each week and continues to develop an online ministry to complement physical services in the future.

The leadership team has helped the Church to focus on its core aims of Worship, Prayer, Discipleship and Mission whilst continuing to serve the local and wider community.

The Church is financially self supported, its running costs (including staff costs) being largely donated by the membership and wider fellowship.

The Church has good links with many community groups in the locality and its premises are regularly used by the community.

The Church has good links with other local churches and is often involved in activities which are inter-denominational or jointly run, such as the Horley Food Bank.

The church sold its previous premises in Albert Road in 2014 and built a modern, fit for purpose building, Phase one of which was completed in June 2015. Fundraising continues to raise funds to build Phase two, a large 3-400 seat auditorium/ meeting room.

The building was mainly funded from donations from the fellowship, plus grants received from charitable trusts.

Trustee Responsibilities

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.

Financial Review

The accounts for the year 2022-23 are detailed later in this report.

The accounts have been prepared on a Receipts and Payments basis.

Income during the year totalled £245,697 with a further £53,027 of income to Endowment Funds for the Church building project. Total income for General, Restricted and Endowment Funds was £298,724

Expenditure from General and Restricted funds totalled £259,874, with a further £56,400 of expenses from the Endowment Funds. Total expenditure from all funds was £316,274.

The Church drew down a loan from the Baptist Union in April 2015 to pay the remaining costs of the building project (completed in June 2015) and regular loan repayments have, therefore, commenced since that date. Since moving into the building in July 2015 the Church has been able to cease paying rental charges on other premises. There has been some increase in expenditure of unrestricted funds due to the increased running costs of a new and larger (but energy efficient) building. These costs include an additional, part time, staff member, appointed to manage the building plus a part-time caretaker. An increasing income stream from lettings for community use of this modern, well-equipped building is helping to offset the running costs of the building.

Balances at 31.3.23 totalled £198,750 of which £135,300 was held in Endowment funds. The donations into the Endowment Funds were to be used towards repayments on the outstanding loan and /or the second phase of the building works. The remaining balances comprised of £4,961 held in restricted funds, £4,382 of which was held to be used for support of needy individuals or passed to other charities supported by the church (whose aims are in line with those of the church). £580 was held on behalf of the Horley Churches fraternal. Unrestricted balances held were £58,489. (The normal policy of the church is to hold at least £15,000 in reserves as working capital reserves to cover one calendar month, plus up to £10,000 reserved separately, for individual groups, equipment and Mission expenditure).

Reserves Policy

The Church has agreed a policy to hold unrestricted balance reserves of at least £15,000 at all times, representing one month's cashflow requirements for normal operational running costs. The unrestricted balance at the end of the financial year was well in excess of this, so adequate for day to day cashflow purposes at that time. Following the closure of the buildings during the Coronavirus Pandemic and subsequent reduction in income from hirers, the church has seen increasing use of its premises by outside hirers as lockdown restrictions have lifted which have meant that the reserves have not been used up. In March 2022 the Members and Trustees agreed that the unrestricted balances in excess of the agreed £15,000 reserves would be allocated towards specific development goals for further development of the church ministry and assets, including its online services offer and repairs and renewals of church property and equipment (this included £10,000 specifically allocated to the manse kitchen).

The Trustees recognise their responsibility to ensure that income streams are adequate to ensure the church continues to cover necessary expenditure.

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

Signed on behalf of the charity's trustees

Signed	Full Name	NEIL ROBINSON
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Signed	Full Name	SUE DUFF
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Date	21st November 2023
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Independent Examiner's Report

I report to the trustees on my examination of the accounts of Horley Baptist Church ('the charity') for the year ended 31 March 2023 on pages 7 to 12 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.

Lisa Darby FCA

For and on behalf of:

Stewardship

1 Lamb's Passage

LONDON

EC1Y 8AB

Date: 4th December 2023

Horley Baptist Church
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2023

	Notes	Unrestricted	Restricted Funds	Endowment Funds	2023 £	2022 £
Receipts						
Voluntary receipts						
Donations, Grants and Gift Aid Receipts	2a	177,256	9,383	49,207	235,846	277,329
Other Receipts	2b	59,058	-	3,820	62,879	55,479
Total Receipts		236,314	9,383	53,027	298,724	332,807
Payments						
<i>Payments in furtherance of the church's objectives</i>						
Direct costs	3	222,099	6,725	56,400	285,224	296,621
Grants paid	4	27,900	3,150	-	31,050	32,479
Total Payments		249,999	9,875	56,400	316,274	329,099
Net Receipts/(Payments) before transfers		(13,686)	(491)	(3,373)	(17,549)	3,708
Balances B/F		72,175	5,452	138,673	216,300	212,592
Balances C/F		58,489	4,961	135,300	198,750	216,300

The notes on pages 9 onwards form part of these accounts.

Rounding differences may appear in these accounts

Horley Baptist Church
STATEMENT OF ASSETS & LIABILITIES
FOR THE YEAR ENDED 31st MARCH 2023

1. Fixed Assets

	Original Cost £
The value of the assets owned are:	
<u>Buildings</u>	
Church Building & Land (Phase 1 2015 Excluding kitchen eqt- see below)	2,295,266
Manse last revaluation 2021	<u>470,000</u>
Total Buildings	2,765,266

Although listed here as an asset of the Church, the legal titles for the buildings and land are held by the Baptist Union Corporation Limited (Custodian Trustees) and as such, held in Endowment Funds within the Church accounts.

Fixtures and Fittings (over £1000)

Current Furniture and fittings in use, at cost price	114,086
Total Fixed Assets	<u>2,879,352</u>

2. Bank & Cash Balances

	2023 £	2022 £
Held at Bank (includes agreed unrestricted funds retention of £15,000)	59,848	80,850
Long Term Deposits	138,689	135,223
Cash float	<u>213</u>	<u>227</u>
Total Bank and Cash Balances	198,750	216,300

3. Other Assets & Liabilities

Assets

Gift aid tax recovery not yet received	19,235	18,617
Other monetary assets		-
Hire of Premises - Debtors	3,600	1,027
Total Current Assets	<u>22,835</u>	<u>19,643</u>

Liabilities

Loan from Baptist Union	125,298	174,080
<i>The above loan is repayable in monthly instalments and is repayable in full by 31 May 2030. All other liabilities fall due for settlement within one year.</i>		
Baptist Union Minister's Defined Benefits Scheme Employer Debt (Scheme now closed)	0	2,860
Unbilled fee for Independent Examination	1,380	1,300
Other creditors		
Cleaning	487	421
Utilities - Phones, Gas and Electricity	2,204	1241
Members & Staff expenses		-
Building Maintenance/ Contractors/ Suppliers	163	-
Total Current Liabilities	<u>129,532</u>	<u>179,903</u>

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

by **NEIL ROBINSON**

SUE DUFI

Dated 21st November 2023

The notes on page 9 onwards form part of these accounts

Horley Baptist Church

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2023

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.

Unrestricted funds are those available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Some of these unrestricted funds may have been set aside by the trustees as Designated Funds for particular purposes, but can still be utilised as General Funds should the Trustees require this. 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. The Church Building and any donations given towards the development of the building are held in Endowment Funds.

2. Receipts

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2023 £	Total 2022 £
2a. Donations & gifts received					
Donations & gifts received	145,455	8,199	39,487	193,142	236,675
Government Furlough Scheme Income		-	-	0	1,162
Grants Received	1,800	300		2,100	0
Tax refunds under Gift Aid	30,000	885	9,719	40,604	39,491
	177,256	9,383	49,207	235,846	277,329
2b. Other receipts					
Interest received	17	0	3,820	3,838	737
Solar PV Feed in Tariff Income	1,509	0	0	1,509	1,568
Premises Hire Income	57,532	0	0	57,532	53,173
	59,058	0	3,820	62,879	55,479
Total Income	236,314	9,383	53,027	298,724	332,807

3. Direct costs

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2023 £	Total 2022 £
Employment costs (Note 5)	131,667	0	0	131,667	128,848
Manse Property running costs (Note 6)	16,321	0	0	16,321	18,139
Light, heat & water	11,793	0	0	11,793	7,485
Insurance	2,772	0	0	2,772	2,956
Cleaning & Maintenance of buildings & equipment	16,561	0	0	16,561	14,008
Capital Building Repairs and Improvements	10,720	0	0	10,720	130
Costs of Ministry, Church activities and Support services	23,541	3,378	0	26,919	12,005
Outreach activities	3,221	0	0	3,221	587
Work among the young	2,487	0	0	2,487	2,256
Work amongst the elderly, vulnerable groups and those with special needs	591	2,308	0	2,899	3,722
Payments made on behalf of Horley Churches Ministers' fraternal	0	846	0	846	207
Equipment and Fixtures and Fittings	0	139	0	139	1,562
Building Works and Associated Fees	0	0	0	0	0
Loan Capital Repayments (Building loan from Baptist Union)	0	0	48,782	48,782	95,409
Independent examination and Legal Costs	2,078	0	0	2,078	1,915
Fundraising Costs	0	54	0	54	0
Other costs, including loan finance charges, interest and refunded charges	348	0	7,618	7,966	7,393
	222,099	6,725	56,400	285,224	296,621

Horley Baptist Church

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2023

4. Grants Paid

Individuals	7,530	690	0	8,220	9,650
Institutions	0	0	0	0	0
Frontiers	7,600	375	0	7,975	6,443
GLIA	0	151	0	151	1,000
Romanian Aid Foundation	0	0	0	0	750
Compassion	590	1,163	0	1,754	896
Dnipro Hope - Ukraine	1,110	453	0	1,563	0
Baptist World Mission	150	75	0	225	430
Baptist "Home Mission" (UK)	10,750	0	0	10,750	9,350
Renewed Hope Trust (Work with the homeless)		0	0	0	750
Medical Aid - Kyrgystan Eye Scanner Project	0	0	0	0	1,869
Open Doors	0	0	0	0	1,000
Other Institutions (Grants under £1000)	170	242	0	412	342
	27,900	3,150	0	31,050	32,479

5. Employees

The charity has had 7 employees during the year, to whom the employment costs above refer.

The average number of employees during the year was seven, two of which were Trustees for some or all of the year, remunerated for their roles as Ministers and staff and not for their role as Trustees, in line with the normal Baptist Union recommended pay bands and as authorised by the governing document (Church Constitution).

No employee received emoluments in excess of £50,000 during the year (2021-22 none)

During 2022-23 two Trustees were also Ministers with the total pay for these staff being £69,406 to include employer pension contributions and payments towards housing heat and light, taxed in accordance with HMRC and Baptist Union guidance for Manse provision. Martin Shorey received childcare vouchers in line with HMRC provision on a salary sacrifice basis. The cost of these vouchers is included in the total salary and benefits amount for Martin Shorey of £38,320. The total cost of pay for Darren Jones was £31,086. (The total cost in 2021-22 the same individuals were employed in the same roles with the total pay for these individuals being £66,560 to include Employer Pensions and heat and light contributions). All such payments were made in line with the charity's constitution and the terms and conditions of the appointments of these individuals as Ministers of the Church.

No sums were reimbursed to the Trustees for their work as Trustees (2021-22 none).

6. Manse Property costs

	2023 £	2022 £
Rent	11,824	11,824
Maintenance excluding capital property renovations	641	3,023
Council tax, Utilities & water rates	3,856	3,292
	16,321	18,139

One Trustee, Martin Shorey, lived in housing owned by the church. During 2022-23 the kitchen at the Church owned property was replaced (this is recorded as a capital building renovation/ improvement and, therefore, not included in the running costs above). . Darren Jones lived in a property purchased by him and leased back to the church. The benefit provided was a Manse to enable them to fulfil their roles as employed Ministers and was not provided to them in their role as Trustees. The costs above for manse provision for Martin Shorey total £4,497 and those for provision for Darren Jones are £11,824.

7. Buildings Loan Liability

The Church drew down a loan from the Baptist Union Loan Fund between April 2015 and July 2015 to help finance the completion of the Phase 1 building project. A loan of £750,000 had been agreed on a 15 year term. The total loan drawn down was £523,100, significantly less than the loan offered. The Church is now making monthly repayments at a rate above the minimum required amount so that the loan will be repaid well within the agreed term.

Loan outstanding at 31.3.22	174,080
Capital repaid April 22 to Mar 23	48,782
Loan outstanding at 31.3.23	125,298
The rate of interest charged on the loan at 31.3.23 was 6.75%. Interest paid between 1.4.22 and 31.3.23 totalled	7,618

Horley Baptist Church

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2023

8. The Baptist Pension Scheme

Previously the Baptist Pension Scheme's now closed defined benefit scheme had been reporting a funding deficit and the charity had been making contributions to help make good the shortfall. The Baptist Pension Scheme provided estimates for the charity's share of the funding deficit and the estimate at the year end was included as monetary liability in the Statement of Assets and Liabilities.

In July 2022 the Baptist Pension Scheme reached an agreement with an insurance company called Just to secure the benefits payable under the now closed defined benefit pension scheme ('DB Scheme'). The premium payable to Just was favourable and, after the transaction with Just, the DB Scheme no longer has a funding deficit. It will take some time to complete the process and, until it is complete, some risks remain. Based on current values the Baptist Pension Scheme believes it has sufficient assets to complete the process without requiring additional contributions from participating employers but, because some risks do remain, the charity has been asked to make a nominal monthly contribution of £1 to the DB Scheme from August 2022.

The Defined Contribution Plan

Since 1 January 2012, benefits have been provided through a Defined Contribution (DC) Plan. The Ministers and staff are eligible to join the Scheme.

Payments made in the year

	2023	2022	
	£	£	
Defined Contribution Plan:			
Employee contributions	9,015	8,504	
Employer contributions	6,762	6,378	
	15,777	14,883	
Deficiency contributions to Defined Benefit Plan (reduced to nominal £1 per month Aug 22)	2,868	8,487	See notes
	18,645	23,370	

9. Movement of Restricted Funds

	Balance at 1.4.22 £	Receipts £	Transfers	Payments £	Balance at 31.3.23 £
Pastoral Funds	1,337	4,746	0	(2,308)	3,775
Mission Funds	(419)	4,231	0	(3,204)	607
Funds Held on Behalf of Horley Ministers' fraternal	1,019	407	0	(846)	580
Funds given for Development of Online Ministry	3,516	0	0	(3,516)	0
	5,452	9,383	0	(9,875)	4,961

The Pastoral Fund is used to support people in need within the local community.

The Mission Fund is used to collect gifts given for specific mission works or charitable causes.

Horley Baptist Church

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2023

10. Movement of Endowment Funds

	Balance				
	1.4.22	Receipts	Transfer	Payments	31.3.23
	£	£	in/out	£	£
Building Fund - monies held towards any phase of building works, including donations towards Phase 1 loan repayment	126,602	51,668	0	(56,400)	121,870
Building Fund - Monies held for Phase 2 future building works	12,071	1,360	0	0	13,430
	138,672	53,027	0	(56,400)	135,300

The Endowment Fund was used for donations given towards the development of the Church Premises. After the Phase 1 Building project was completed new receipts dedicated towards the building project to pay off the loan or put towards Phase 2 of the building works have been received directly into the Endowment Fund, creating a cash balance towards these costs.