

Charity Registration No. 1134492

Company Registration No. 07118491 (England and Wales)

DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees	John Samuel (Chair)	
	John Taylor	
	Paul Chambers	
	Ivan Baird	
	Jon Niblett	
	David Shafik	
	Lisa Coleridge	
	Ali Azzopardi	
	Gareth Batten	
	Tim Totton	(Appointed 14 May 2020)
	Siobhan Temple	(Appointed 14 May 2020)
	Steve Pryor	(Appointed 1 September 2021)
	Chuck Bateman	(Appointed 1 March 2021)
Charity number	1134492	
Company number	07118491	
Registered office	Duke Street Richmond Surrey TW9 1DH	
Auditor	Jacob Cavenagh & Skeet 5 Robin Hood Lane Sutton Surrey SM1 2SW	
Bankers	Barclays Bank plc	

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**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

The trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the church's Memorandum & Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Church's mission is to glorify God by making disciples from all nations. To achieve this, we have a "reach-build-send" strategy. This means we reach out with the message to those who have not yet heard or understood the great news of rescue through the Lord Jesus Christ; build up believers in their life of trusting and obeying the Lord Jesus Christ; and send out people who will take the message of this great news to London and to the ends of the earth.

Our values reflect the kind of Church we want to be if we are, with God's help, to pursue our strategy and achieve our vision: we seek to be prayerful, Bible-driven, 'growing more like Jesus', 'loving and generous', 'passionate to share good news', and 'looking to the future'.

The trustees have paid due regard to public benefit guidance issued by the Charity Commission in deciding what activities the church should undertake.

It is part of the responsibility of the Church Council to make donations to individuals or charitable organisations with activities which are sympathetic to those of the church, or are for welfare purposes and this has been undertaken over the past period. Grants totalling £87,237 were made and details are shown in note 7 to the accounts.

Achievements and performance

2020 has been a challenging year, but despite this the ministries and activities of Duke Street Church have continued in the most part and more than ever we are consciously dependent on God for everything, whilst being directed and empowered by God's authoritative, and life-giving Word. Our senior minister, John Samuel, has been with the Church since 2012, and seeks to deliver week-by-week Bible preaching and teaching. John is supported by our Associate Minister, Simon Pethick, who is also committed to Bible-driven ministry.

We remain fully committed to outreach in the local area and further afield. Many of our ministries have strong "reach out" elements, and whilst the majority of our face to face ministries have been curtailed Sunday Services, and many of our regular meetings have taken place online, including Christianity Explored (a straightforward course that seeks to introduce people to the Christian faith), as well as various outreach events.

We continue to make our building available to local businesses and societies whenever possible, but business has been limited as a consequence of Government restrictions.

Duke Street Church has a long history of supporting mission work and this has continued unaffected in 2020. We remain committed to our vision to be a sending church and are involved in cross-cultural mission in the UK and around the world. In 2020, we continued to support the work of Mission Partners serving in different countries through various sending agencies. In addition, we have also supported projects in Cuba, Zambia and Slovakia as well as a local schools outreach project in Richmond.

Our staff team saw minimal change during 2020. Joy Pryor reduced her hours to 6 per week in September, however she spent much of the year after May on furlough.

The trustees underwent some training from the AFVC, part of the outcome from this was an overhaul of our policy documents undertaken by Matt Bailey (Head of Ministry Support).

We continue to seek ways of doing "more for less" – improving the efficiency of our back office and ministry support functions and freeing up more of our resources to be spent on front-line ministries and to that end Matt Bailey has continued to fulfil a dual function as Head of Ministry Support and Head of Operations.

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

We are registered as Duke Street Church, a charitable company and an independent charity. This provides full compliance with the regulations from the Charity Commission and retains the church's charitable status for Gift Aid and tax purposes. The transfer of assets to the new company was substantially completed in 2012.

We are currently working towards becoming a Charitable Incorporated Organisation, which will further streamline our operations.

Financial review

As at 31 December 2020 the Church reported net assets of £7.1m, primarily comprising fixed assets of £6.7m which comprise the auditorium and associated property on Duke Street, Richmond and the Church Manse. The church also has cash balances of £1.1m and long-term liabilities of £0.7m (a mortgage taken out to partly finance a redevelopment of the church buildings).

The Church is pleased to report net income of £570K for 2020 and an increase in cash and cash equivalents of £493k. Generating surpluses is not an objective of the church but is necessary so that the existing loan can be repaid and cash reserves accumulated to fund future long term spending requirements.

The surplus in 2020 largely reflects giving towards the renovation of the auditorium building planned for 2021. Members and friends of Duke Street Church contributed £571k (net of costs incurred) towards the auditorium project in 2020 and net income before the auditorium giving shows a small deficit for the year of £13k.

Duke Street is financially dependent on members and friends of the church and is grateful to God for their sacrificial giving. Income in 2020 of £1.2m included £574k of giving towards the auditorium project. Excluding this, income of £602k was £62k lower than in 2019 (2019: Total Income £752k, income excluding auditorium project £668k) reflecting the economic impact of the COVID-19 pandemic.

The Church seeks to manage its costs carefully and is particularly aware of the difficult economic circumstances and the likely financial strain of the planned auditorium project. Total 2020 costs were £606K, a £68k reduction on 2019 costs of £674K. The Church spends the much of its income on the staff it employs, both ministerial and administrative; the cost of maintaining its premises, including interest costs on the mortgage and on financial support for Mission Partners.

It is the Church's policy to maintain Operating Cash Reserves equal to at least six months of annual expenditure. For these purposes:

- Operational Cash Reserves includes all bank balances, other than those held separately for restricted funds (such as the Mission and Redevelopment Funds) and balances set aside by the Church Council for other purposes (e.g. to repay the mortgage).
- Annual expenditure is based on the annual budget for the Church, as approved by the members of the Church.

At the end of 2020, total cash reserves of £1,056k include:

- Accumulated balances of £540k in the Auditorium Project Fund, which represents giving to date (net of expenditure to date) towards the auditorium redevelopment
- A balance of £76k from the Robbins legacy. Money given in 2014 and designated to supporting mission work.
- A mortgage repayment reserve of £48k. This is money put aside at the discretion of the Church Council towards the repayment of the existing mortgage.
- Operating Cash Reserves of £391k, representing 7.0 months of budgeted operating expenses

The Church manages its finances through a General Fund and a number of restricted funds, established for specific purposes. In recent years members have been encouraged to give to the General Fund so that the Church Council may have flexibility in how Church income is allocated, while always remaining answerable to members and the Lord. (Members remain free to give to a restricted fund if this is their preference).

The surplus on the General Fund in 2020 was directed to support various restricted funds.

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

Fundraising

Duke Street Church engaged in fundraising in the form of receiving free-will offerings and donations, some of which were gift-aided, from members and regular attenders of the fellowship. We did not contract the service of any professional fundraisers as defined by section 58 of the Charities Act 1992. Other than publicly inviting an offering at every service, we do not engage in persistent fundraising or intrusive fundraising practices with any of our donors, including vulnerable people, and we never have private or coercive discussions with individuals about their giving. Our fundraising practices are ethical and in accordance with Biblical principles. No complaints were received about our fundraising practices.

Risks and Risk Management Plan

From time to time the Trustees considers the risks and uncertainties that might prevent the church from achieving its charitable goals. The risks areas, and our approach for managing the risk area can be summarised as follows:-

Financial

Risk Area: our regular and one-off giving declines; or we face a significant increase in the interest charged on our Barclays Mortgage; we face an uninsured liability; we experience a lengthy void period in receipt of rental income from the flats; there's a significant reduction in external hirer income

Risk Management Approach: we prepare monthly management accounts; we manage an Operational Cash Reserves policy of three months expenses; we ensure that insurance policies are up-to-date and include Employer's liability of £10M, Public Liability of £5M and Property Owner's Liability of £5M

Security & Safeguarding

Risk Area: there's a major Security, Safeguarding, or Health & Safety incident

Risk Management Approach: we conduct a thorough Security & Safeguarding Review; we implement building zoning plans that ensure that children and vulnerable adults can be secured from other more public parts of the building when required; we ensure compliance with our Building Terms of Use for all external hirers; we ensure that insurance policies are up-to-date and cover us for identified risks; we maintain up-to-date Service Incident logs and Risk Logs; we ensure that all major identified risks are reported to the Council and a risk management plan identified (Accept, Mitigate or Avoid)

Plans for the Future

The Church will continue to utilise the funds that are provided by members, friends and the generous provision of the Lord to support the vision and objectives that were highlighted in the sections above. In addition to the ongoing and regular activities that this entails, the church has a number of specific plans for the future:

- Although interest rates remain low, the Church would prefer not to be in debt and will continue to repay the outstanding mortgage as quickly as possible.
- The Church is currently facing the prospect of extensive refurbishment and essential maintenance works in and around the main building on Duke Street that is nearing 60 years in age. The cost is expected to be in the region of £1.9million. The Church continues to pray and seek the Lord's wisdom on the best way of financing this project but hopes that work will commence in 2021.

Structure, governance and management

The church is a registered charity number 1134492 and an incorporated company number 07118491. Its registered name is Duke Street Church (Richmond-upon-Thames) but it operates under the name Duke Street Church.

The charity was incorporated on 7 January 2010 and is governed by its Memorandum and Articles of Association. New trustees are appointed by the church members at the Annual General Meeting. They receive training within trustee meetings.

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

John Samuel (Chair)	
Johan van Wijgerden	(Resigned 5 March 2020)
John Taylor	
Paul Chambers	
Ivan Baird	
Philip Long	(Resigned 1 February 2020)
Jon Niblett	
David Shafik	
Angie Vincent	(Resigned 1 March 2021)
Lisa Coleridge	
Ali Azzopardi	
Gareth Batten	
Simon Buss	(Resigned 1 August 2021)
Tim Totton	(Appointed 14 May 2020)
Siobhan Temple	(Appointed 14 May 2020)
Steve Pryor	(Appointed 1 September 2021)
Chuck Bateman	(Appointed 1 March 2021)

The Church's activities are managed by Elders (who have particular responsibility for the spiritual direction and oversight of the Church) and Core Group Leaders (who are responsible for different aspects of the Church's life). Elders and Core Group Leaders act as trustees, and together they comprise the Church Council. The Church Council is responsible for the overall conduct of the Charity and ensuring compliance with the Memorandum and Articles of Association. All trustees are appointed by the Church members.

The key management personnel of the Church are the trustees and Matt Bailey, Head of Ministry Support. They are in charge of directing, controlling, running and operating the charity on a day to day basis. Apart from the Senior Minister, the trustees give of their time freely and did not receive any remuneration in the year. Details of related party transactions are disclosed in Note 19 to the financial statements.

The pay of senior staff is reviewed annually and normally increased in accordance with average earnings. Members of staff received small salary increases at the start of 2020 that are broadly in line with wage inflation. We will continue to benchmark staff benefits against staff performing similar roles in similar charities.

The trustees of the main church building are The Baptist Union Corporation Ltd (BUCL) and Sir Paul Coleridge. BUCL is sole trustee of the manse (53 Old Deer Park Gardens, Richmond).

The church is associated with the Evangelical Alliance, Affinity and South East Gospel Partnership and the Fellowship of Independent Evangelical Churches.

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

Statement of trustees' responsibilities

The trustees, who are also the directors of Duke Street Church for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the church and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the church and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

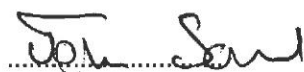
Auditor

In accordance with the company's articles, a resolution proposing that Jacob Cavenagh & Skeet be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was prepared in accordance with the special provisions relating to small companies and approved by the Board of Trustees.



John Samuel (Chair)

Trustee

Dated: 24/9/21

DUKE STREET CHURCH (RICHMOND-UPON-THAMES) INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF DUKE STREET CHURCH

Opinion

We have audited the financial statements of Duke Street Church (the 'church') for the year ended 31 December 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the church in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the church's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF DUKE STREET CHURCH**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the church and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the church for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the church's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Based on our understanding of the company, we identified that the principal risks of non-compliance with laws and regulations related to company, employment and financial reporting legislation and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006 and Charities Act 2011.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by making enquiries of management, considering the internal controls in place and discussion amongst the engagement team.

We determined that the principal risks were related to valuation of investment property; furlough income; fraudulent purchase invoices; unauthorised credit card and online banking expenditure.

In response to the risks identified we designed procedures which included, but were not limited to evaluating the valuation of investment property; testing the calculation of claims made under the Coronavirus Job Retention Scheme; reviewing purchase invoices and credit card statements for evidence of authorisation.

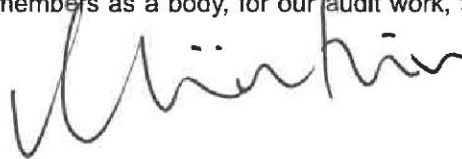
**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF DUKE STREET CHURCH**

There are inherent limitations in the audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Miriam Hickson FCA (Senior Statutory Auditor)
for and on behalf of Jacob Cavenagh & Skeet**

27/09/2021

**Chartered Accountants
Statutory Auditor**

5 Robin Hood Lane
Sutton
Surrey
SM1 2SW

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2020**

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes						
Income from:							
Donations and legacies	2	526,149	578,831	1,104,980	527,264	90,951	618,215
Charitable activities	3	31,371	-	31,371	98,226	-	98,226
Investments	4	36,845	436	37,281	35,731	207	35,938
Other income		2,639	-	2,639	17	-	17
Total income		597,004	579,267	1,176,271	661,238	91,158	752,396
Expenditure on:							
Charitable activities	5	527,655	78,825	606,480	602,850	71,538	674,388
Net income before transfers		69,349	500,442	569,791	58,388	19,620	78,008
Gross transfers between funds	18	30,852	(30,852)	-	(65,596)	65,596	-
Net income for the year/ Net movement in funds		100,201	469,590	569,791	(7,208)	85,216	78,008
Reconciliation of funds							
Fund balances at 1 January 2020		6,461,828	87,583	6,549,411	6,469,036	2,367	6,471,403
Fund balances at 31 December 2020		6,562,029	557,173	7,119,202	6,461,828	87,583	6,549,411

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

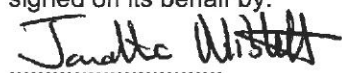
The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
BALANCE SHEET
AS AT 31 DECEMBER 2020**

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	10	4,540,995		4,634,948	
Investment properties	11	2,150,000		2,150,000	
		<u>6,690,995</u>		<u>6,784,948</u>	
Current assets					
Debtors	12	168,563		80,616	
Cash at bank and in hand		1,055,740		563,093	
		<u>1,224,303</u>		<u>643,709</u>	
Creditors: amounts falling due within one year	13	(108,485)		(102,974)	
Net current assets		<u>1,115,818</u>		<u>540,735</u>	
Total assets less current liabilities		<u>7,806,813</u>		<u>7,325,683</u>	
Creditors: amounts falling due after more than one year	15	(687,611)		(776,272)	
Net assets	17	<u>7,119,202</u>		<u>6,549,411</u>	
Restricted funds					
Total restricted funds	18	557,173		87,583	
Unrestricted funds					
General unrestricted funds		5,732,029		5,631,828	
Revaluation reserve		830,000		830,000	
Total unrestricted funds		<u>6,562,029</u>		<u>6,461,828</u>	
		<u>7,119,202</u>		<u>6,549,411</u>	

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees and authorised for issue on 24 Sept 2021 and are signed on its behalf by:



Jon Niblett
Trustee

Company Registration No. 07118491

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
STATEMENT OF CASH FLOWS**

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash generated from operations	21		569,226		110,698
Investing activities					
Purchase of tangible fixed assets		(29,884)		(16,158)	
Interest and rent from properties		37,281		35,938	
Net cash generated from investing activities			7,397		19,780
Financing activities					
Repayment of bank loans		(83,976)		(74,174)	
Net cash used in financing activities			(83,976)		(74,174)
Net increase in cash and cash equivalents			492,647		56,304
Cash and cash equivalents at beginning of year			563,093		506,789
Cash and cash equivalents at end of year			1,055,740		563,093

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

1 Accounting policies

Company information

Duke Street Church is a private company limited by guarantee incorporated in England and Wales. The registered office is Duke Street, Richmond, Surrey, TW9 1DH.

1.1 Accounting convention

The financial statements have been prepared in accordance with the church's Memorandum & Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The church is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the church. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared on the historical cost convention modified to include investment properties at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the church has adequate resources to continue in operational existence for the foreseeable future. There are no material uncertainties affecting the church's ability to continue its operations. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by a donor or when funds are raised for particular restricted purposes.

1.4 Income

Income is recognised when the church is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the church has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

Legacies are recognised when the amount can be measured and receipt is probable.

For HMRC Job Retention Scheme grant income, the income is recognised in the period to which the underlying furloughed staff costs relate to.

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is discounted to present value for longer term liabilities. All expenditure is accounted for on an accruals basis.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the one or multi year grant.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses. Freehold land is not depreciated.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

Freehold buildings	2% on cost
Fixtures, fittings & equipment	25-33% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Investment properties

Investment property, which is property held to earn rentals and/or for capital appreciation, is initially recognised at cost, which includes the purchase cost and any directly attributable expenditure. Subsequently it is measured at fair value at the reporting end date. The surplus or deficit on revaluation is recognised in net income/(expenditure) for the year.

1.8 Impairment of fixed assets

At each reporting end date, the church reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

1.10 Financial instruments

Financial instruments are recognised when the church becomes party to the contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the financial statements when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Creditors and provisions are recognised where the charity has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

Derecognition of financial liabilities

Financial liabilities are derecognised when the church's contractual obligations expire or are discharged or cancelled.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£
Donations and gifts	495,534	578,831	1,074,365	618,215
Legacies receivable	30,615	-	30,615	-
	<u>526,149</u>	<u>578,831</u>	<u>1,104,980</u>	<u>618,215</u>

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

3 Charitable activities

	2020 £	2019 £
Book & CD income	198	966
Hire of premises	22,327	66,603
Cafe	-	8,364
Events	1,646	19,893
Rent	7,200	2,400
	<u>31,371</u>	<u>98,226</u>

4 Investments

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020 £	2020 £	2020 £	2019 £	2019 £	2019 £
Rental income	36,724	-	36,724	35,447	-	35,447
Interest receivable	121	436	557	284	207	491
	<u>36,845</u>	<u>436</u>	<u>37,281</u>	<u>35,731</u>	<u>207</u>	<u>35,938</u>

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

5 Charitable activities

	Unrestricted £	Missionary support £	Auditorium £	Other restricted £	Total 2020 £	Total 2019 £
Employee costs	217,568	-	-	-	217,568	232,435
Other staff related costs	50,054	-	-	-	50,054	45,430
Direct costs	12,354	-	-	1,205	13,559	59,192
	<u>279,976</u>	<u>-</u>	<u>-</u>	<u>1,205</u>	<u>281,181</u>	<u>337,057</u>
Grant funding of activities (see note 7)	925	71,944	-	2,368	75,237	71,155
Share of support costs (see note 6)	241,327	25	3,283	-	244,635	260,923
Share of governance costs (see note 6)	5,427	-	-	-	5,427	5,253
	<u>527,655</u>	<u>71,969</u>	<u>3,283</u>	<u>3,573</u>	<u>606,480</u>	<u>674,388</u>
Analysis by fund						
Unrestricted funds	527,655	-	-	-	527,655	
Restricted funds	-	71,969	3,283	3,573	78,825	
	<u>527,655</u>	<u>71,969</u>	<u>3,283</u>	<u>3,573</u>	<u>606,480</u>	

6 Support costs

	Support costs £	Governance costs £	2020 £	2019 £
Depreciation	123,837	-	123,837	123,661
Admin costs	58,098	-	58,098	63,969
Premises costs	62,700	-	62,700	73,293
Audit fees	-	5,427	5,427	5,253
	<u>244,635</u>	<u>5,427</u>	<u>250,062</u>	<u>266,176</u>
Analysed between Charitable activities	<u>244,635</u>	<u>5,427</u>	<u>250,062</u>	<u>266,176</u>

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

7 Grants payable

	Unrestricted £	Missionary support £	Other restricted £	Total 2020 £	Total 2019 £
Grants to institutions:					
Prédica Fiel	-	6,257	1,868	8,125	8,663
Overseas Missionary Fellowship	-	14,695	-	14,695	14,363
London City Mission	-	6,535	-	6,535	6,384
Insight	-	5,500	500	6,000	-
UFM	-	16,320	-	16,320	15,949
Pacific Trust	-	9,797	-	9,797	9,575
Proclamation Institute Zambia	-	6,000	-	6,000	6,000
Slovakia Bretheren Church	-	6,000	-	6,000	6,000
Other	-	840	-	840	-
	-	71,944	2,368	74,312	66,934
Grants to individuals	925	-	-	925	4,221
	925	71,944	2,368	75,237	71,155

8 Trustees

Trustees were reimbursed £711 for travel, phone and subsistence expenses (2019: £2,641).

The senior minister, John Samuel, is also a trustee and received remuneration of £45,516 (2019: £44,605) during the year. Pension contributions of £4,528 (2019: £4,413) were made on his behalf. National Insurance Employers contributions of £5,255 (2019: £4,982) were made on his behalf. These payments are permitted under the terms of the Memorandum & Articles of Association.

9 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	9	11
Employment costs	2020 £	2019 £
Wages and salaries	183,546	196,549
Social security costs	14,460	16,124
Other pension costs	19,562	19,762
	217,568	232,435

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

9 Employees

(Continued)

There were no employees who received employee benefits at a rate of £60,000 or higher.

10 Tangible fixed assets

	Freehold buildings £	Fixtures, fittings & equipment £	Total £
Cost			
At 1 January 2020	5,456,527	72,378	5,528,905
Additions	-	29,884	29,884
At 31 December 2020	5,456,527	102,262	5,558,789
Depreciation and impairment			
At 1 January 2020	842,253	51,704	893,957
Depreciation charged in the year	107,890	15,947	123,837
At 31 December 2020	950,143	67,651	1,017,794
Carrying amount			
At 31 December 2020	4,506,384	34,611	4,540,995
At 31 December 2019	4,614,274	20,674	4,634,948

Land and buildings are included at valuation at date of transfer from the unincorporated charity with subsequent additions included at cost.

Land and buildings with a carrying value of £3,199,573 are pledged as security for bank borrowings.

11 Investment property

	2020 £
Fair value	
At 1 January 2020 and 31 December 2020	2,150,000

Investment property comprises the flats located on the main church site. The trustees have valued the properties at fair value at the balance sheet date. One of the trustees is a Chartered Surveyor. The valuation takes into account the overall level of prices for comparable properties in Richmond and recent residential property inflation.

	2020 £	2019 £
Freehold	2,150,000	2,150,000

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

12 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Other debtors	52,269	58,686
Prepayments and accrued income	116,294	21,930
	<u>168,563</u>	<u>80,616</u>

13 Creditors: amounts falling due within one year

	Notes	2020 £	2019 £
Loans and overdrafts	15	58,672	53,987
Other taxation and social security		4,631	5,194
Other creditors		16,082	20,132
Accruals and deferred income		29,100	23,661
		<u>108,485</u>	<u>102,974</u>

14 Creditors: amounts falling due after more than one year

	Notes	2020 £	2019 £
Bank loans	15	687,611	776,272

15 Loans and overdrafts

	2020 £	2019 £
Bank loans	746,283	830,259
Payable within one year	58,672	53,987
Payable after one year	687,611	776,272
Amounts included above which fall due after five years:		
Payable by instalments	451,258	545,498

The long-term loans are secured by a first legal charge over the freehold property on Duke Street and Quadrant Road. Repayment is over 20 years and interest is charged at 2.8% above Barclays Base Rate.

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

16 Retirement benefit schemes

Defined contribution schemes

The church operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the church in an independently administered fund.

The charge to the statement of financial activities in respect of defined contribution schemes was £19,562 (2019 - £19,762).

17 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 December 2020 are represented by:						
Tangible assets	4,540,995	-	4,540,995	4,634,948	-	4,634,948
Investment properties	2,150,000	-	2,150,000	2,150,000	-	2,150,000
Current assets/ (liabilities)	558,645	557,173	1,115,818	453,152	87,583	540,735
Long term liabilities	(687,611)	-	(687,611)	(776,272)	-	(776,272)
	<u>6,562,029</u>	<u>557,173</u>	<u>7,119,202</u>	<u>6,461,828</u>	<u>87,583</u>	<u>6,549,411</u>

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2020 £	Movement in funds			Balance at 31 December 2020 £
		Income	Expenditure	Transfers	
	£	£	£	£	£
Missionary support	-	2,264	(71,969)	69,705	-
Fellowship	2,367	-	-	-	2,367
Ministry Support Fund	-	-	(500)	500	-
Prédica Fiel (formerly known as Equipo Impacto)	-	2,902	(1,868)	-	1,034
Auditorium Fund	85,216	574,038	(3,282)	(102,200)	553,772
Manna House	-	-	(352)	352	-
Christmas	-	63	(854)	791	-
Other restricted funds	<u>87,583</u>	<u>577,003</u>	<u>(6,856)</u>	<u>(100,557)</u>	<u>557,173</u>
	<u>87,583</u>	<u>579,267</u>	<u>(78,825)</u>	<u>(30,852)</u>	<u>557,173</u>

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

18 Restricted funds

(Continued)

	Balance at 1 January 2019 £	Movement in funds		Transfers £	Balance at 31 December 2019 £
		Income £	Expenditure £		
Missionary support	-	5,538	(67,788)	62,250	-
Fellowship	2,367	-	-	-	2,367
Ministry Support Fund	-	562	(1,099)	537	-
Auditorium Fund	-	84,366	850	-	85,216
Manna House	-	41	(582)	541	-
Christmas	-	651	(2,919)	2,268	-
Other restricted funds	2,367	85,620	(3,750)	3,346	87,583
	2,367	91,158	(71,538)	65,596	87,583

The Missionary Fund provides financial support for Church members and others sent out as Mission Partners, and to overseas Christian organisations to whom we provide financial support.

The Fellowship Fund provides for members of the congregation who need support with specific financial needs.

The Ministry Support Fund provides financial support for ex-members of Duke Street who are developing their ministry work.

The Auditorium Fund is accumulating money given with a view to future redevelopment of the auditorium in the Duke Street premises. Planning costs were transferred out of this fund into prepayments, which will be capitalised when construction begins.

The Manna House Fund supports the Manna House outreach initiative of the Church.

The Christmas Fund gives church members the opportunity to contribute to the cost of Christmas events at Duke Street Church.

Transfers were made from the general fund to cover the expenditure when it was in excess of the balance in the fund.

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

19 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2020 £	2019 £
Aggregate compensation	<u>97,460</u>	<u>96,777</u>

During the year a total of £711 was reimbursed to 1 trustee for subsistence expenses incurred wholly, exclusively and necessarily in the course of the church's operations.

During the year a total of £205,915 restricted donations were made by Trustees to the church.

20 Analysis of changes in net funds/(debt)

	At 1 January 2020 £	Cash flows £	At 31 December 2020 £
Cash at bank and in hand	563,093	492,647	1,055,740
Loans falling due within one year	(53,987)	(4,685)	(58,672)
Loans falling due after more than one year	(776,272)	88,661	(687,611)
	<u>(267,166)</u>	<u>576,623</u>	<u>309,457</u>

21 Cash generated from operations

	2020 £	2019 £
Surplus for the year	569,791	78,008
Adjustments for:		
Investment income recognised in profit or loss	(37,281)	(35,938)
Depreciation and impairment of tangible fixed assets	123,837	123,661
Movements in working capital:		
(Increase) in debtors	(87,947)	(46,800)
Increase/(decrease) in creditors	826	(8,233)
Cash generated from operations	<u>569,226</u>	<u>110,698</u>

**DUKE STREET CHURCH
(RICHMOND-UPON-THAMES)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

22 Operating lease commitments

At the reporting end date the church had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020	2019
	£	£
Within one year	6,096	4,915
Between two and five years	15,416	6,269
In over five years	4,921	6,351
	<u>26,433</u>	<u>17,535</u>