

# Christ Church (URC) Henley-on-Thames

Report and Accounts

Year ended 31 December 2023

# **Christ Church (URC) Henley-on-Thames**

## **Report and Accounts For the Year Ended 31 December 2023**

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**Christ Church (URC)**  
**Henley-on-Thames**  
**Trustees' Annual Report**  
**For the year ended 31 December 2023**

The trustees have pleasure in submitting the Report and Accounts for the year for Christ Church Henley-on-Thames United Reformed Church, charity number 1135595, of 46 Reading Road, Henley-on-Thames, RG9 1AG.

**Objects of the charity**

The charity is a trust with governing documents being trusts distilled from the United Reformed Church Acts (1972 AND 1981) and Scheme of Union (1972) 01/01/1973. In practice it is governed by The Manual of the United Reformed Church (URC). The Manual is the handbook of the URC and covers the Basis of Union, the structure of the URC and the rules of procedure for the conduct of the URC and its member churches.

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.

The trustees note that 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 trustees, elders and members of Christ Church URC Henley 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 Henley come into this experience of knowing Jesus as their Lord, Saviour and friend.

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

To further the above objects and vision, the charity's main activities and achievements were as follows:

- Sunday morning services of worship, prayer and teaching, incorporating age-appropriate activities for children
- Refreshments after Sunday morning services for fellowship and enabling members and newcomers to get to know each other better
- Sunday evening Bible Studies to delve deeper into God's Word and its relevance for our lives today, with several attendees from other churches in Henley and the surrounding area
- Mid-week homegroups for fellowship, prayer and Bible study
- Monthly prayer meetings to pray for our world, our country, our community, our church and ourselves
- a new Teen Bible Study, started in response to a request from 2 girls who used to attend Messy Church, and now regularly attended by more than 10 teenagers
- Indian Summer to support people in the community coping with bereavement
- Memory cafe to provide stimulating activities for those in the community suffering from loss of memory
- FROGS – a parent and toddler group for the community, which includes a short Bible story
- Open House – drop in lunches open to the public
- Coffee morning - open to the public
- Cake & Co – cakes, games and chat especially aimed at those who might be lonely and appreciative of company, whether currently attending the church or not
- Family pop-in – a new activity of games, crafts, Bible story/ songs aimed at families with children, whether currently attending the church or not

The church also runs a community centre, managing rooms for hire for community activities including (but not exclusively) a pre-school nursery, Bluebells dementia care, concerts, dance lessons, Alcoholics Anonymous, Tai Chi, and even as an election polling station. The church premises are also hired out weekly to a local Church of England for services on Sunday afternoons.

Much of the charity management and activities are undertaken by volunteers and the charity could not operate effectively without their efforts.

In planning the activities the Trustees have applied the guidance on public benefit issued by the Charity Commission.

**Christ Church (URC)**  
**Henley-on-Thames**  
**Trustees' Annual Report**  
**For the year ended 31 December 2023**

**Structure, Governance and Management**

Responsibility for setting policy and for determining the parameters within which the charity should operate rests with the trustees who meet regularly to monitor the activities of the charity. The trustees are elders in Christ Church URC Henley. The trustees delegate responsibility for the day to day operation of the church centre to the Centre Management Committee, and for the financial and fabric management of the church and centre to the Finance & Fabric Committee. New trustees/elders are appointed from members of Christ Church URC Henley by a majority vote at a church members' meeting.

The trustees during the year and at the approval date of the accounts were David Church, Muriel Quinsac, Lynn Sayer, Ann Richards, Joanne Freedman, Maureen McLaughlin, Sheila Finney and Audrey Richardson. In addition Katrina Judge served as a trustee until her resignation on January 14, 2024.

**Financial review**

During the year income increased by £20k, to £221k, and expenditure increased by £4k, to £235k. As a result the deficit for the year decreased by £16k, to £14k and the charity's net assets and net current assets both decreased by the same amount, to £114k.

The opening reserves for both the current and prior year have been re-stated to reflect a prior year adjustment required as the result of a material error of £14k in relation to the recording of designated donation liabilities and a general bad debt provision since 2019. The comparatives presented in these accounts have been re-stated so that they reflect a correction of the errors and a reconciliation with the reserves and results reported previously is detailed in note 15 'Reconciliation with previously reported funds'.

**Reserves policy**

The trustees have determined that the charity should aim to hold unrestricted cash of no less than £30k (which equates to 2 months of staff wages plus expected building maintenance costs over the next 12 months plus a small contingency) so that the charity could continue to operate should income and / or expenditure vary adversely. At the year end, the charity held unrestricted cash of £126k and the charity is complying with its reserves policy.

**Key risks and uncertainties**

The charity is exposed to various risks - be they operational, financial or reputational. The trustees review the charity's activities regularly to identify significant risks and, where possible, they take appropriate measures to mitigate those risks.

**Christ Church (URC)**  
**Henley-on-Thames**  
**Trustees' Annual Report**  
**For the year ended 31 December 2023**

**Responsibilities of trustees under charity law**

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing these financial statements, the trustees are required to:

1. select suitable accounting policies and apply them consistently;
2. observe the methods and principles in the Charities SORP;
3. make judgements and estimates that are reasonable and prudent;
4. state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
5. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Approval**

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

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David Church

Date: 11 September 2024

Independent Examiner's Report  
TO THE TRUSTEES OF  
CHRIST CHURCH (URC), HENLEY-ON-THAMES  
(‘the Charity’)

I report to the charity trustees on my examination of the accounts of Christ Church (URC), Henley-on-Thames for the year ended 31 December 2023 on pages 5 to 13 following, which have been prepared on the basis of the accounting policies set out on pages 7 to 8.

**Responsibilities and basis of report**

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 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 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with those accounting records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Sarah Crispin ACA  
Stewardship  
1 Lamb's Passage  
London  
EC1Y 8AB

**Christ Church (URC)**  
**Henley-on-Thames**  
**Statement of Financial Activities**  
**(Including Income and Expenditure Account)**  
**for the year ended 31 December 2023**

		Unrestricted	Restricted	Total	As re-stated
		Funds	Funds	Funds	Total
	Note	31.12.23	31.12.23	31.12.23	31.12.22
		£	£	£	£
<b>Income and endowments from:</b>					
<i>Donations, Legacies and similar resources</i>	<b>2</b>	74,117	15,000	89,117	86,208
<i>Charitable activities</i>					
Letting and Cafeteria income	<b>3</b>	105,035	-	105,035	95,632
Gift Day, other etc	<b>4</b>	26,398	-	26,398	18,775
<i>Investments</i>		260	-	260	126
<b>Total</b>		205,810	15,000	220,810	200,741
<b>Expenditure on:</b>					
<i>Charitable activities</i>					
Cafeteria running costs	<b>5</b>	14,958	-	14,958	12,254
Other charitable activities	<b>6</b>	202,838	15,000	217,838	214,965
Governance costs	<b>7</b>	1,800	-	1,800	3,150
<b>Total</b>		219,596	15,000	234,596	230,369
<b>Net income/ (loss)</b>		(13,786)	-	(13,786)	(29,628)
<b>Reconciliation of Funds:</b>					
Total funds brought forward		127,294	-	127,294	156,922
<b>Total funds carried forward</b>		113,508	-	113,508	127,294

**Christ Church (URC)**  
**Henley-on-Thames**  
**Balance Sheet**  
**As at 31 December 2023**

	Note	31.12.23		As re-stated 31.12.22	
		£	£	£	£
<b>Current Assets:</b>					
Debtors	8	12,642		25,944	
Cash at Bank and in Hand		125,848		126,726	
<i>Total current assets</i>			138,491		152,670
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	9		(24,983)		(25,375)
<b>Total net assets</b>			113,508		127,294
<b>The funds of the charity:</b>					
Unrestricted Funds	13		93,508		37,157
Unrestricted but Designated Funds	10		20,000		90,137
Restricted funds	14		-		-
<b>Total charity funds</b>			113,508		127,294

Approved by the Elders on 11 September 2024 and signed on their behalf by:

\_\_\_\_\_  
David Church



**Christ Church (URC)**  
**Henley-on-Thames**  
**Notes to the Accounts**  
**for the year ended 31 December 2023**

## **1. Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation for uncertainty in the preparation of the financial statements are as follows:

### **(a) Basis of preparation**

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Charities (Accounts and Reports) Regulations 2008 (the '2008 Regulations') requires charities to prepare their accounts in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005' but this accounting standard has since been withdrawn and has been replaced by the Charities SORP mentioned in the preceding paragraph. The charity has prepared these financial statements in accordance with the new Charities SORP; this departure from the 2008 Regulations is believed to be necessary for these financial statements to give a 'true and fair view'.

Christ Church (URC) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **(b) Going Concern**

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the trustees have considered the charity's cash position and expected future income/ expenditure and the possible implications should projected income and / or expenditure vary unexpectedly. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

### **(c) Income recognition policies**

Items of income are recognised and included in the accounts when all of the following criteria are met:

- the charity has entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable, and
- the amount can be measured reliably.

### **(d) Taxation**

The Charity is exempt from tax on its charitable activities.

**Christ Church (URC)**  
**Henley-on-Thames**  
**Notes to the Accounts (continued)**  
**for the year ended 31 December 2023**

**1. Accounting Policies (continued)**

**(e) Expenditure and Irrecoverable VAT**

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 classified under the following activity headings:

Expenditure on Charitable activities comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with the constitutional and statutory requirements of the charity and include the independent auditor's or examiner's fees and costs linked to the strategic management of the charity.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**(f) Tangible Fixed Assets**

i) The policy of the Centre is not to capitalise any qualifying expenditure in respect of Fixed Assets for which the Centre is solely and directly responsible.

ii) The properties comprising the Christ Church Centre are actually owned by the United Reformed Church (Wessex) Trust Limited.

**(g) Fund accounting**

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

**(h) Pension costs**

The charity contributes to the National Employment Savings Trust (NEST) which is a defined contribution scheme.

**Christ Church (URC)**  
**Henley-on-Thames**  
**Notes to the Accounts (continued)**  
**for the year ended 31 December 2023**

**2. Donations, Legacies and similar resources**

	<b>Total</b>	<b>As re-stated</b>
	<b>Funds</b>	<b>Total</b>
	<b>31.12.23</b>	<b>Funds</b>
	<b>£</b>	<b>31.12.22</b>
		<b>£</b>
Offertory	53,800	51,642
Donations and Legacies	20,252	19,924
Tax Recovered on Donations	15,064	14,642
	<hr/> 89,117	<hr/> 86,208

Donations and legacies includes restricted grants of £15,000 (2022:£8,000) comprising:

- a grant of £5,000 (2022: £8,000) from the Wessex Synod of the URC towards wages of the church community worker, which was fully utilised in each respective year.

- a CAF donation of £10,000 to be used to support required refurbishment of the electrical infrastructure (2022: £nil), which was fully utilised in the year

**3. Income from charitable activities**

	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>
	<b>31.12.23</b>	<b>31.12.22</b>
	<b>£</b>	<b>£</b>
Letting income	85,345	79,405
Cafeteria income	19,690	16,227
	<hr/> 105,035	<hr/> 95,632

**4. Income from charitable activities - Other**

	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>
	<b>31.12.23</b>	<b>31.12.22</b>
	<b>£</b>	<b>£</b>
Gift day	15,495	9,815
Other	10,903	8,960
	<hr/> 26,398	<hr/> 18,775

**5. Expenditure on charitable activities**

	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>
	<b>31.12.23</b>	<b>31.12.22</b>
	<b>£</b>	<b>£</b>
Cafeteria Running Costs (including salaries)	14,958	12,254
	<hr/> 14,958	<hr/> 12,254

**Christ Church (URC)**  
**Henley-on-Thames**  
**Notes to the Accounts (continued)**  
**for the year ended 31 December 2023**

**6. Other charitable activities**

	<b>Total Funds 31.12.23 £</b>	<b>As re-stated Total Funds 31.12.22 £</b>
<b>(a) Day-to-Day Activities</b>		
Ministry and Mission	46,740	46,749
Minister's Expenses	1,366	1,400
Visiting Organists	770	705
Visiting Ministers	621	311
Community Worker	595	426
Memory Café	(1,229)	(1,922)
	<hr/> 48,862	<hr/> 47,669
<b>(b) Other Costs</b>		
Salaries and Employer's NI (office staff)	58,684	61,662
Repairs and Renewals	35,375	34,477
Light, Heat and Water	27,021	24,790
Caretaking (including salaries)	11,092	11,795
Estate & Gardening	8,489	2,527
Insurance	7,289	6,346
Postage and Telephone	1,112	2,256
Sundry	4,875	4,664
Accountancy	4,944	8,414
Manse - Costs	4,999	5,406
Advertising and Promotion	1,113	1,384
Professional Fees	811	1,724
Printing, Stationery and Publications	3,172	1,851
	<hr/> 168,976	<hr/> 167,296
<b>Total</b>	<hr/> 217,838	<hr/> 214,965

Costs of other charitable activities includes:

- costs of the church community worker within Salaries and Employer's NI (office staff) which are partially covered by grants from the Wessex Synod of the URC of £5,000 (2022: £8,000) disclosed within donations and legacies in Note 2.
- costs of electrical inspections and remedial work within Repairs and Renewals which are partially covered by a restricted CAF donation of £10,000 (2022: £nil) disclosed within donations and legacies in Note 2.

**7. Governance costs**

	<b>Total Funds 31.12.23 £</b>	<b>Total Funds 31.12.22 £</b>
Independent Auditor's Remuneration	-	3,150
Independent Examiner's Remuneration	1,800	-
	<hr/> 1,800	<hr/> 3,150

**8. Debtors**

	<b>31.12.23 £</b>	<b>As re-stated 31.12.22 £</b>
Trade debtors	6,912	10,059
Other debtors	27	-
Prepayments and accrued income	5,703	15,885
<b>Total debtors: falling due within one year</b>	<hr/> 12,642	<hr/> 25,944

**Christ Church (URC)**  
**Henley-on-Thames**  
**Notes to the Accounts (continued)**  
**for the year ended 31 December 2023**

**9. Creditors**

	<b>31.12.23</b>	<b>As re-stated 31.12.22</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year</b>		
Trade creditors	14,649	11,199
Other creditors	2,227	2,463
Accruals and deferred income	8,107	11,713
	<u>24,983</u>	<u>25,375</u>

**10. Unrestricted but designated funds**

	<b>Future Maintenance £</b>
Balance at 1 January 2023	90,137
Transfer from/ (to) Unrestricted Funds	<u>(70,137)</u>
Balance at 31 December 2023	<u>20,000</u>

The reserves policy was updated by the Elders during the year so that the future maintenance fund reflects 12 months of expected high and medium priority building repairs, with a small contingency for as yet unknown works. The Elders keep under review the adequacy and the purpose of this fund. Unrestricted but designated funds of £20,000 for future maintenance are represented by cash.

**11. Related Parties**

- The Christ Church Centre is part of Christ Church (URC). The properties are all actually owned by the United Reformed Church (Wessex) Trust Limited.
- No remuneration or expenses were paid to the Elders/Trustees during the year (2022:£Nil).
- During the year the charity received donations totalling £19,753 (2022: £16,408) from related parties (which includes trustees, any other members of key management and anyone closely connected to them).

**12. Staff Costs and Trustee Remuneration**

The total staff costs in the year were as follows:

	<b>31.12.23</b>	<b>As re-stated 31.12.22</b>
	<b>£</b>	<b>£</b>
Salaries and Employer's National Insurance Contributions	68,907	71,606
Employer's Pension Contributions	937	949
	<u>69,844</u>	<u>72,555</u>

The average weekly number of staff employed during the year was as follows:

	<b>31.12.23</b>	<b>31.12.22</b>
Administrative - actual headcount	<u>6</u>	<u>6</u>
Administrative - full time equivalent	<u>3</u>	<u>3</u>

No employee received remuneration of more than £60,000 in the current or previous year.

No elders/trustees received employment benefits for performing their duties in either the current or preceding year

**Christ Church (URC)**  
**Henley-on-Thames**  
**Notes to the Accounts (continued)**  
**for the year ended 31 December 2023**

**13. Unrestricted general funds**

	<b>As re-stated</b>
	<b>Unrestricted</b>
	<b>Funds</b>
	<b>31.12.23</b>
	<b>£</b>
Balance at 1 January 2023	37,157
Income	220,810
Expenditure	(234,596)
Fund transfer	70,137
Balance at 31 December 2023	<u>93,508</u>
<b>Represented by:</b>	
Cash at Bank and in Hand	105,848
Debtors	12,642
Creditors	(24,982)
	<u>93,508</u>

**14. Restricted funds**

	<b>Community</b>	<b>Electrical</b>	<b>Restricted</b>
	<b>Worker</b>	<b>Works</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Balance at 1 January 2023	-	-	-
Income	5,000	10,000	15,000
Expenditure	(5,000)	(10,000)	(15,000)
Balance at 31 December 2023	<u>-</u>	<u>-</u>	<u>-</u>
<b>Represented by:</b>			
Cash at Bank and in Hand	<u>-</u>	<u>-</u>	<u>-</u>

Restricted funds comprise:

- a grant of £5,000 (2022: £8,000) from the Wessex Synod of the URC towards wages of the church community worker, which was fully utilised in the year.
- a CAF donation of £10,000 to be used to support required refurbishment of the electrical infrastructure (2022: £nil), which was fully utilised in the year.

**15. Reconciliation with previously reported funds**

During the year the charity identified a material error in the results reported previously. Four 'designated donation creditors' originating from donations received prior to February 2019, and totalling £11,104, have no associated liabilities and hence should not have been held as creditors in the balance sheet. In addition, these donations received were either not restricted or have been fully utilised in accordance with their original restriction, and hence the surplus creditors can be released into unrestricted funds. In addition, a general bad debt provision of £3,000 that has been carried since at least January 2019 is not justified as there are no specific bad debts and there is no history of receivables not being paid even if sometimes they are paid late. These corrections need to be made as a prior year adjustment (prior to the comparative period of 2022 as they originate from 2019) to avoid the current year results being incorrectly shown as a small profit rather than a loss of £13,786.

In addition, the grant received from the Wessex Synod of the URC for church community worker wages was previously incorrectly netted against the wages to which it relates. This has been re-stated in the comparative figures in these accounts so that the grant is shown as income as required under the Charities SORP (FRS 102) under which these accounts are prepared. This has no impact on previously reported reserves.

The comparatives presented in these accounts have been re-stated so that they reflect a correction of the error and a reconciliation with the reserves and results reported previously follows:

**Christ Church (URC)**  
**Henley-on-Thames**  
**Notes to the Accounts (continued)**  
**for the year ended 31 December 2023**

**15. Reconciliation with previously reported funds (continued)**

**Reconciliation of reserves**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Previously reported reserves, at 31 December	113,190	142,818
Adjustments arising from correction of an error in the previous period:		
Creditors: falling due within one year - re release of designated donations	11,104	11,104
Debtors - re general provision for bad debts reversal	3,000	3,000
Re-stated reserves, at 31 December	127,294	156,922

**Reconciliation of results**

	<b>2022</b>
	<b>£</b>
Previously reported results	(29,628)
Adjustments arising from the correction of an error in the previous period:	
Donations, legacies and similar resources - community worker grant	8,000
Other charitable activities - re community worker wages	(8,000)
Re-stated results	(29,628)