

**REPORT OF THE DIRECTORS AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020  
  
FOR  
  
RISING BROOK BAPTIST CHURCH**

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FOR THE YEAR ENDED 31 DECEMBER 2020**

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## **RISING BROOK BAPTIST CHURCH**

### **Report of the Trustees for the Year Ended 31 December 2020**

The Trustees are pleased to present their annual directors' report with the financial statements of the charity for the year ending 31 December 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 "The Financial Reporting Standards applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities".

#### **Introduction and Objects**

Rising Brook Baptist Church is a company limited by guarantee, without a share capital and is governed by the directors, subject to the requirements of charity law.

The principal object of the Church is to promote the advancement of Christian faith.

#### **Reference and administrative details**

Charity number: 1136190  
Company number: 07122684  
Registered Office: Rising Brook Baptist Church, Burton Square, Stafford, ST17 9LT

#### **Our advisers**

|             |                        |  |
|-------------|------------------------|--|
| Accountants | Wynniatt-Husey Limited | The Old Coach House, Horse Fair,<br>Rugeley, Staffordshire, WS15 2EL |
| Bankers     | Lloyds Bank Plc        | Market Square, Stafford, ST16 2JL                                    |

#### **Trustees' responsibilities in relation to the financial statements**

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Mrs P M Edwards (Resigned 25<sup>th</sup> March 2021)  
Mrs M A Stephenson  
Mr M J Young  
Mrs D E Corson  
Mrs S Phillips  
Mr A W Pressdee  
Mrs C A Almond  
Mr S Eyton-Jones  
Mr K Nurse

#### **Organisation**

The Directors determine the general management policy of the Church under the guidelines laid down by the Baptist Union Corporation Limited. The day to day management is delegated to the Leadership Team. There have been no material changes in the policy since the last report.

#### **Related parties and co-operation with other organisations**

None of our trustees receive remuneration or benefits in kind from their work with the charity other than the Ministers.

**RISING BROOK BAPTIST CHURCH**  
**Report of the Trustees for the Year Ended 31 December 2020 continued**

**Trustees' responsibilities in relation to the financial statements**

The charity trustees (who are also the directors of the Rising Brook Baptist Church for the purpose of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company at the end of the financial year and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the period ending on that date. In preparing the 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financials statements comply with the Charities Act 2011 and part 15 of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Review**

The Church's funds are retained in order to finance both its activities and the maintenance and enhancements of the Church buildings. The Directors confirm that any major risks to which the Church is exposed have been reviewed and procedures have been established to mitigate those risks.

Approved by the Church on ..... and signed on its behalf by:

..... Mrs S Phillips  
**Director**

..... Mr M Young  
**Director**

# **RISING BROOK BAPTIST CHURCH**

## **Independent Examiner's report to the Trustees of Rising Brook Baptist Church Charitable Company**

I report on the accounts of the company for the year ended 31 December 2020, which are set out on pages 2 to 11.

### **Respective responsibilities of trustees and examiner**

The Trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- Accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- The accounts do not accord with such records;
- Where accounts are prepared on an accrual's basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS 102)
- Any matter which the examiners believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Mr T D Mayne  
For and behalf of Wynniatt-Husey Limited  
Chartered Accountants & Statutory Auditor  
The Old Coach House  
Horse Fair  
Rugeley  
Staffordshire  
WS15 2EL

Date.....

# RISING BROOK BAPTIST CHURCH

## Statement of Financial Activities For the year ended 31 December 2020

|   | Notes | Unrestricted<br>Funds<br>2020<br>£ | Unrestricted<br>Funds<br>2019<br>£ |
|---|-------|------------------------------------|------------------------------------|
| <b>Incoming Resources</b>                                 |       |                                    |                                    |
| Giving Gift Aid   |       | 480,660                            | 493,434                            |
| Sundry Income   |       | 7,645                              | 8,159                              |
| Café & Catering Income                                    |       | 19,028                             | 91,675                             |
| Room Booking Income                                       |       | 16,567                             | 44,358                             |
| Gifts from Mission Partners                               |       | 3,751                              | 4,121                              |
| Community Outreach  |       | 1,328                              | 13,165                             |
| CYF Income  |       | 8,539                              | 10,454                             |
| Grant Income  |       | 56,342                             | 25,133                             |
| Library Income  |       | 900                                | 4,541                              |
| Government Grants   |       | 75,405                             | -                                  |
| New Site Income   |       |                                    | 8,333                              |
| Leadership School   |       | 2,894                              | 5,441                              |
| Thank Offering  |       | 10,000                             | 23,552                             |
| Work Done for Others                                      |       | 55,070                             | 21,473                             |
| Discipleship Income                                       |       | 7,082                              | 6,510                              |
| Released from Network Pot                                 |       |                                    | 1,757                              |
| <b>Total Incoming Resources</b>                           |       | <u>745,212</u>                     | <u>762,106</u>                     |
| <b>Total Direct Charitable Expenditure</b>                |       | <u>769,860</u>                     | <u>769,860</u>                     |
| <b>Net Incoming /(Outgoing) Resources Before Transfer</b> |       | 67,043                             | (7,754)                            |
| Transfer between funds                                    |       | 3,591                              | (15,831)                           |
| <b>Net Income Resources Before Exceptional Income</b>     | 2     | <u>70,634</u>                      | <u>(23,585)</u>                    |
| <b>Net Movements in Funds</b>                             |       |                                    |                                    |
| Fund balances brought forward                             |       | 62,681                             | 86,266                             |
| <b>Funds Balances Carried Forward</b>                     |       | <u>133,315</u>                     | <u>62,681</u>                      |

# RISING BROOK BAPTIST CHURCH

## Balance Sheet As at 31 December 2020

|   | Notes | Unrestricted<br>Funds<br>2020<br>£ | Unrestricted<br>Funds<br>2019<br>£ |
|---|-------|------------------------------------|------------------------------------|
| <b>Fixed Assets</b>                                   |       |                                    |                                    |
| Tangible assets                                       | 4     | <u>411</u>                         | <u>411</u>                         |
|   |       | <u>411</u>                         | <u>411</u>                         |
| <b>Current Assets</b>                                 |       |                                    |                                    |
| Debtors   | 5     | 27,049                             | 32,265                             |
| Cash at bank and in hand                              |       | <u>239,375</u>                     | <u>139,248</u>                     |
|   |       | <u>266,424</u>                     | <u>171,513</u>                     |
| <b>Creditors:</b> amounts falling due within one year | 6     | 28,914                             | 30,529                             |
| <b>Net Current Assets/(Liabilities)</b>               |       | <u>237,510</u>                     | <u>140,984</u>                     |
| <b>Total Assets</b>                                   |       | <u>237,921</u>                     | <u>141,395</u>                     |
| <b>Represented By:</b>                                |       |                                    |                                    |
| Members fees  |       | 190                                | 190                                |
| Unrestricted funds                                    |       | 128,795                            | 58,161                             |
| Designated funds                                      | 7     | <u>108,936</u>                     | <u>83,044</u>                      |
|   |       | <u>237,731</u>                     | <u>141,205</u>                     |
|   |       | <u>237,921</u>                     | <u>141,395</u>                     |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- a) ensuring that the charitable company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and;
- b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its profits or loss for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on ..... and were signed by:

Martin Young - Director .....

Mrs S Phillips- Director.....

# **RISING BROOK BAPTIST CHURCH**

## **Notes to Financial Statements For the year ended 31 December 2020**

### **1) Accounting Policies**

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

#### **Basis of Accounting**

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 Financial Reporting Standard 102 (Charities SORP (FRS 102)) "The Financial Standard applicable in the UK and Republic of Ireland including the provisions of Section 1A "Small Entities" and the Companies Act 2006.

Rising Brook Baptist Church 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).

#### **Tangible Fixed Assets and Depreciation**

Tangible fixed assets are stated at cost or valuation less depreciation.

Depreciation is provided at rates calculated to write off the costs of fixed assets, less their estimated residual, over their expected useful lives on the following bases:-

|                        |     |                     |
|------------------------|-----|---------------------|
| Fittings and furniture | 10% | straight line basis |
|------------------------|-----|---------------------|

#### **Expenditure**

All expenditure is accounted for gross, and when incurred. Those expenses which are attributable to two or more expense headings are apportioned between those headings on an appropriate basis. Donations made are included in the year in which they are paid.

#### **Income and Donations**

Donations and bequests are accounted for when received by the Church. Other income is accounted for on an accruals basis as far as it is prudent to do so. Income includes tax received and recoverable.

Monies collected for and paid over to other churches and charities are not included in the Statement of Financial Activities.

#### **Donation of Assets**

Gifts of tangible assets are included in these accounts at an estimate valuation which approximates to cost. Donations are included in the income and expenditure account as such, and in the balance sheet under appropriate headings.

#### **Fund Accounting**

All monies received are for the general running of the church and no specific restriction is given by the donor. The managing trustees have transferred all retained funds to unrestricted reserves.

# **RISING BROOK BAPTIST CHURCH**

## **Notes to Financial Statements For the year ended 31 December 2020 continued**

### **2) Net Incoming Resources for the year**

This is stated after charging:

|                               | <b>2020</b> | <b>2019</b> |
|-------------------------------|-------------|-------------|
| Depreciation                  | 0           | 0           |
| Minister's salaries           |             | 191,565     |
| Administration staff salaries |             | 266,879     |
| Staff pensions                |             | 8,819       |
| Accountancy fees              | 2,760       | 2,360       |

### **3) Taxation Status**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gain Act 1992 to the extent that these are applied to its charitable objects.



# RISING BROOK BAPTIST CHURCH

## Notes to Financial Statements For the year ended 31 December 2020 continued

### 4) Tangible Fixed Assets

|                          | Plant &<br>Machinery<br>RBH(C&C)<br>Ltd<br>£ | Fittings &<br>Furniture<br>£ | Total<br>£     |
|--------------------------|--|------------------------------|----------------|
| <b>Cost or valuation</b> |  |                              |                |
| At 1 January 2020        | 938  | 136,410                      | 137,348        |
| Additions                | -  | -                            | -              |
| Disposals                | -  | -                            | -              |
| At 31 December 2020      | <u>938</u>                                   | <u>136,410</u>               | <u>137,348</u> |
| <b>Depreciation</b>      |  |                              |                |
| At 1 January 2020        | 527  | 136,410                      | 136,937        |
| Eliminated on disposals  | -  | -                            | -              |
| Charge for the year      | -  | -                            | -              |
| At 31 December 2020      | <u>527</u>                                   | <u>136,410</u>               | <u>136,937</u> |
| <b>Net Book Value</b>    |  |                              |                |
| At 31 December 2020      | <u>411</u>                                   | <u>0</u>                     | <u>411</u>     |
| At 31 December 2019      | <u>411</u>                                   | <u>0</u>                     | <u>411</u>     |

# RISING BROOK BAPTIST CHURCH

## Notes to Financial Statements For the year ended 31 December 2020 continued

### 5) Debtors

|                        | 2020          | 2019          |
|------------------------|---------------|---------------|
|                        | £             | £             |
| Debtors                | 6,092         | 5,475         |
| Income tax recoverable | 8,599         | 11,080        |
| DFN Transactions       | 2,970         | 2,898         |
| Prepayments            | <u>9,388</u>  | <u>12,812</u> |
|                        | <u>32,265</u> | <u>32,265</u> |

### 6) Creditors

|   | 2020          | 2019          |
|---|---------------|---------------|
|   | £             | £             |
| Accruals                                | 15,061        | 19,199        |
| Creditors (Rising Brook Hosp (C+C) Ltd) | 2,100         | 2,100         |
| Credit Card                             | 3,441         |               |
| PAYE                                    | <u>8,311</u>  | <u>9,230</u>  |
|   | <u>28,914</u> | <u>30,529</u> |

### 7) Designated Funds

|                                  | 2020           | 2019          |
|----------------------------------|----------------|---------------|
|                                  | £              | £             |
| Building Fund                    | 34,917         | 12,434        |
| Gambia Projects                  | 12,666         | 3,880         |
| Youth Projects                   | 2,773          | 2,412         |
| Other Overseas Projects          | 8,520          | 17,170        |
| Local Projects                   | 48,165         | 42,686        |
| Other (Held on Behalf of Others) | <u>1,895</u>   | <u>4,462</u>  |
|                                  | <u>108,936</u> | <u>83,044</u> |

### 8) Reserves

|  | Totals<br>£ | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | RBH(C&C)<br>Ltd<br>£ | Members<br>Fees<br>£ |
|--|-------------|----------------------------|--------------------------|----------------------|----------------------|
| At 1 January 2020                                | 141,395     | 62,681                     | 83,044                   | (4,520)              | 190                  |
| Surplus/(Deficit) for the year                   | 67,043      | 67,043                     |                          |                      |                      |
| Designated Fund Movement/transfers Between funds | 29,483      | 3,591                      | 25,892                   |                      |                      |
| At 31 December 2020                              | 237,921     | 133,315                    | 108,936                  | (4,520)              | 190                  |

## **RISING BROOK BAPTIST CHURCH**

**For the year ended 31 December 2020 continued**

### **9) Capital Commitments**

At 31 December 2020 there were no capital commitments for which contracts had been placed or amounts authorised by the Directors.

### **10) Employee Number and Costs**

|                          | <b>2020</b>      | <b>2019</b> |
|--------------------------|------------------|-------------|
| Ministers & Directors    | <b>9</b>         | 9           |
| Support & Administration | <b>19</b>        | <u>19</u>   |
|                          | <b><u>28</u></b> | <u>28</u>   |

No employee earned £40,000 p.a. or more.

Aggregate amounts paid in respect of:

|                       | <b>2020</b>           | <b>2019</b>           |
|-----------------------|-----------------------|-----------------------|
|                       | <b>£</b>              | <b>£</b>              |
| Wages                 | 448,127               | 454,369               |
| Social Security costs | 26,981                | 30,106                |
| Pension costs         | 11,881                | 8,764                 |
|                       | <b><u>486,989</u></b> | <b><u>493,239</u></b> |

No Director has received remuneration or benefits in kind from the Church during the year other than the Ministers.

## RISING BROOK BAPTIST CHURCH

### Detailed Income Expenditure Account For the year ended 31 December 2020

|                                   | 2020           | 2019           |
|-----------------------------------|----------------|----------------|
|                                   | £              | £              |
| <b>Incoming Resources</b>         |                |                |
| Giving – Regular                  | 334,631        | 336,769        |
| Giving – Loose Bag                | 5,779          | 29,624         |
| Giving – One-offs £1,000+         | 42,200         | 34,548         |
| Giving Gift Aid                   | 98,050         | 92,493         |
| Sundry Income                     | 7,645          | 8,159          |
| Café & Catering Income            | 19,028         | 91,675         |
| Room Booking Income               | 16,567         | 44,358         |
| Gifts from Mission Partners       | 3,751          | 4,121          |
| Community Outreach                | 1,328          | 13,165         |
| CYF Income                        | 8,539          | 10,454         |
| Grant Income                      | 56,342         | 25,133         |
| Government Grants                 | 75,405         | -              |
| Library Income                    | 900            | 4,541          |
| New Site Income                   | -              | 8,333          |
| Leadership School                 | 2,894          | 5,441          |
| Discipleship Income               | 7,082          | 6,510          |
| Work Done for Others              | 55,070         | 21,473         |
| Thank Offering                    | 10,000         | 23,552         |
| Released from Network Pot         | -              | 1,757          |
|                                   | <u>745,211</u> | <u>762,106</u> |
| <b>Resources Expended</b>         |                |                |
| Salaries & Wages                  | 486,989        | 493,239        |
| Ministers & Staff Training        | 2,503          | 7,478          |
| Minister & Staff Expenses         | 5,912          | 6,825          |
| Intern Costs                      | -              | -              |
| Sunday Services                   | 2,554          | 9,267          |
| Online Church                     | 290            | 414            |
| Events                            | 721            | 2,989          |
| Community Outreach                | 1,172          | 13,207         |
| CYF Expenditure                   | 7,312          | 7,855          |
| Pastoral Care                     | 350            | 437            |
| Discipleship & Clusters           | 4,913          | 5,291          |
| Local & Global Mission            | 38,274         | 38,778         |
| Hospitality                       | 652            | 1,689          |
| Centre Ministry                   | 727            | 1,379          |
| Marketing & Communications        | 6,617          | 7,988          |
| IT Costs                          | 4,201          | 7,283          |
| Subscriptions                     | 3,636          | 3,276          |
| Professional Fees                 | 14,186         | 14,401         |
| Rent & Rates                      | 7,372          | 7,570          |
| Utilities                         | 28,589         | 37,613         |
| Facilities Maintenance & Cleaning | 14,793         | 22,126         |
| Minibus                           | 1,784          | 970            |
| Photocopier, Stationary Etc       | 19,657         | 19,841         |
| Telephone & Wifi                  | 4,795          | 4,684          |
| Library                           | 77             | 1,343          |
| Grant Expenditure                 | 5,381          | -              |

## **RISING BROOK BAPTIST CHURCH**

### **Detailed Income Expenditure Account Continued For the year ended 31 December 2020**

|  | <b>2020</b>    | <b>2019</b>    |
|--|----------------|----------------|
|  | <b>£</b>       | <b>£</b>       |
| Safeguarding                                     | 461            | 507            |
| Leadership School                                | 2,894          | 5,441          |
| Café & Catering Non-staff Costs                  | 10,587         | 41,962         |
| Conferencing Non-staff Costs                     | 105            | 1,018          |
| Miscellaneous                                    | 664            | 159            |
| New Site   | -              | 4,830          |
|  | <u>678,168</u> | <u>769,860</u> |
| Net expenses over receipts to be carried forward | <u>67,043</u>  | <u>(7,754)</u> |

This page does not form part of the statutory financial statements.