

Poulner Baptist Chapel

A Charitable Company Limited by Guarantee

Annual Report and Financial Statements for the Year Ending 31 December 2020

CONTENTS

	<u>Page</u>
Company Information	2
Report of Directors / Trustees	3 - 6
Statement of Financial Activity	7 & 8
Balance Sheet	9
Statements by Directors / Trustees	10
Notes to the Financial Statements	11 - 15

The following do not form part of the statutory financial statements:

Accountant's External Scrutiny Report	16 & 17
Appendices:	
A: General Fund	19 - 24
B: Mission Fund	25 - 27
C: Property Fund	28

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

COMPANY and CHARITY INFORMATION
FOR THE YEAR ENDED 31 December 2020

DIRECTORS/TRUSTEES:

Adam Skirton
Ian Kirby (resigned March 2020)
Andrew Fitzsimmonds (resigned March 2020)
Dennis Meech
Andrew Clarke
Annette Wright (resigned June 2020)

Andrew Ostler
Keith Melrose (resigned February 2020)
Brian Wareham (appointed March 2020)
Liz Kynaston
Nick Magor (resigned August 2020)
Ian Turner (appointed December 2019)

SECRETARY: Andrew Clarke

REGISTERED OFFICE: Linford Road, Hangersley
Ringwood, Hampshire BH24 3HZ

COMPANY REGISTERED NUMBER 07448613

REGISTERED CHARITY NUMBER 1139509

ACCOUNTANTS: Kimball Smith Limited
Brewery House
High Street, Twyford
Winchester, Hampshire SO21 1RG

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

REPORT OF THE DIRECTORS / TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

The directors/trustees present their report with the financial statements of the company for the year ended 31 December 2020.

Principal Activities

Due to the Coronavirus pandemic, activities within the building were severely curtailed for most of 2020. However, we continued to operate as church - either online via YouTube, Zoom and other platforms or, on a few occasions, out of doors. Within those limits, the principal activities of the charitable company during the 2020 were:

- Organising services for the purpose of Christian worship and learning as appropriate - in the building, online or out of doors.
- Arranging children's and young people's activities within a safe environment. This included delivering "to do craft" packs for children, providing online activities and some events, during the summer and between lockdowns, in the building.
- Offering support to individuals with whom the church has contact from time to time, giving mentoring, comfort, help and encouragement as the needs arise.
- Supporting overseas works of a similar nature in various parts of the world.
- Working with other local churches for combined activities where this is beneficial to church members and/or the community at large.

Achievement and Performance

Due to the various restrictions placed on us by the COVID-19 pandemic, we were only able to meet for services in the morning for the first few weeks of the year. We managed a few evening services during the summer within a COVID secure environment and had an outdoor service in the car park. During the rest of the year morning services were provided online via YouTube or the church's website on Sunday mornings, with the Sunday evening service being broadcast on a Wednesday evening. Viewing figures for both services were encouraging with, in most cases, more people watching than would normally attend the building, and quite a few new people who have since engaged with us and have been integrated into newcomers' online group. Most Home Groups continued to meet online, with some meeting out of doors during the summer.

We were unable to hold formal Members' Meetings because of lockdown restrictions but Members were kept informed by regular updates and reports. Trustees met six times in the year and, with other leaders 13 times (mainly to discuss coronavirus issues).

There are six employees - the Senior Pastor, the Assistant Pastor [Families] (who resigned in August to pursue a career in teaching), the Administrator, the Caretaker / Facilities Manager (part-time) and a Children's Worker (part time until December - then full time from January 2021). Additionally a part-time (1 day per week) social media support worker who assists with the filming, editing and uploading of our online services. There were two voluntary Assistant Pastors (one of whom retired in February 2021) and one voluntary Pastoral Assistant.

Activities for children and young people were severely curtailed during the year - but Poppets online was well received, and the various children's and youth groups had their own online and Zoom events. These proved popular and activity packs were delivered to many families to complement the online events. During the summer, between lockdowns, some PowerUp and PowerUp minis events were able to be held.

'Food for Thought' - which is a lunch followed by a short service led by our Assistant Pastor with special responsibility for older people - met only three times at the beginning of the year. We were unable to hold services in local care homes because of coronavirus restrictions. It is expected that these activities will recommence once lockdown restrictions are fully lifted.

The Mission Group continues to deal with our mission focus – both at home and overseas – with particular emphasis on those individuals and Mission organisations that, as a church, we provide significant support (see also Appendix B). During 2020 we were able to “meet” with our overseas mission partners via Zoom - and they have been able to benefit from our online services. We also supported the annual Shoebox appeal at Christmas.

The Trustees have updated a number of its policies during the year, including those relating to safeguarding, pastoral care, employer related matters and insurances. We complied with all the relevant regulations relating to COVID-19 and provided a COVID secure environment for all events in the building.

We worked together with other local churches to stage a Drive-In service in the summer in Ringwood's long stay car park and a “Carols'n'Cars” service at the same venue. We are grateful to the local authorities for their support for these events, which were well received and the YouTube broadcasts of them received over 1,000 views. We also worked with the other churches at Christmas in distributing HOPE magazine to 90% of every home in Ringwood and in providing Christmas food hampers for needy families.

The Leadership Team (which includes the Trustees) wish to express their thanks to the staff, the team of volunteers (about 90) that make what happens happen, the Members for their support, those that attend the various events, those who give sacrificially to provide the financial resources needed – but most of all to God Himself, without Whom nothing worthwhile would have happened.

Financial Position

The Directors / Trustees have reviewed the financial position on the three revenue funds (further details are in the Financial Statements and the Appendices of this report) and note the following:

General Fund: As can be seen from Appendix A the performance on the General Fund in 2020 resulted in a surplus of £9,926. Despite having very few services in the building, offering have remained consistent with those in 2019.

Mission Fund: This Fund deals with the church's support for overseas and home mission. Taking one year with another it spends according to its income and the surplus at the end of 2020 will be used to support relevant mission activity in future years. There was no planned mission trip in 2020 and, because of COVID-19 restrictions, there is not one planned for 2021. Further details are in Appendix B.

Property Fund: This fund was established in 2015 to cover the costs of any major property and equipment related issues. Spending from this fund needs the specific approval of Directors / Trustees (see also Appendix C).

DIRECTORS

The directors, who are also trustees, shown below have held office during the period 1 January 2020 to the date of this report.

Adam Skirton
Ian Kirby (resigned March 2020)
Andrew Fitzsimmonds (resigned March 2020)
Dennis Meech
Andrew Clarke
Annette Wright (resigned June 2020)

Andrew Ostler
Keith Melrose (resigned February 2020)
Brian Wareham (appointed March 2020)
Liz Kynaston
Nick Magor (resigned August 2020)
Ian Turner (appointed December 2019)

LIMITED BY GUARANTEE

The company is limited by guarantee and the members have a liability of a maximum of £10 per member if the charity should be wound up whilst he or she is a member, for the payment of charity's debts and liabilities.

This report has been prepared in accordance with the special provisions of the Companies Acts relating to small companies.

RISK MANAGEMENT STATEMENT

The Directors / Trustees acknowledge their responsibility to identify, assess and manage risks. There is a risk management policy which sets out the process for identifying risks. All major risks are assessed on an event basis for one-off events and reviewed at least annually for the routine activities.

A fire safety evacuation drill was carried out in 2018 and it was planned to repeat it in 2020 - but this was overtaken by the COVID-19 restrictions. It will be rescheduled once those restrictions are fully lifted.

PUBLIC BENEFIT STATEMENT

The charity's objects for the public benefit are to advance the Christian Faith in accordance with the statement of faith in Ringwood, Hampshire and in such other parts of the world as the Trustees may from time to time think fit and to fulfil such other purposes as are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the Charity.

The rules of the church stipulate that normally 20% of its general income shall be allocated to the support of mission activity in the UK and overseas. An allocation of 17% has been delegated to a small mission group who are not part of the leadership team (although one of the members of the Group is a Trustee and reports regularly to Trustees' Meetings) but who remain accountable to the leadership and to the Church membership. The percentage of overall giving (excluding that relating to the Property Fund – but including giving and spend on restricted items shown in the Mission Fund [Appendix B]) spent on "mission" is 22.5% (20.4% in 2019). Spending on local evangelism from the General Fund is included in this calculation (see also Note 12 [i] in Appendix A).

Specific grants to relieve individual hardship are considered by the pastors and elders as and when the need arises.

ON BEHALF OF THE DIRECTORS / TRUSTEES:

A handwritten signature in black ink, appearing to be 'B. G. G.', is written over a faint, light blue circular stamp. The stamp contains the text 'Ringwood Baptist Church' and 'Hampshire'.

Director / Trustee
Date: 5 August 2021

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

Statement of Financial Activity - Year to 31 December 2020									A detailed breakdown of the figures for 2019 is shown on the next page.
	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Capital Fund	Total All Funds	Total Funds 2019	
		£	£	£	£	£	£	£	
Incoming Resources									
Incoming resources from generated funds									
Voluntary income	1	164,873	34,080	64,381	263,334		263,334	234,614	
Activities for generating funds	2	166			166		166	669	
Investment income		67			67		67	135	
Incoming resources from charitable activities	3	2,493			2,493		2,493	45,492	
Total incoming resources:		167,599	34,080	64,381	266,060	0	266,060	280,910	
Resources Used									
Costs of generating funds									
Costs of generating voluntary income	4	158			158		158	164	
Charitable activities	5	154,982	34,652	63,406	253,040	321,277	574,317	277,131	
Governance costs	6	2,533			2,533		2,533	2,919	
Total resources used:		157,673	34,652	63,406	255,731	321,277	577,008	280,214	
Net incoming/outgoing resources:		9,926	(572)	975	10,329	(321,277)	(310,948)	696	
There were no other recognised gains or losses									
Net movement in funds:		9,926	(572)	975	10,329	(321,277)	(310,948)	696	
Total Funds Brought Forward:		40,971	12,519	11,926	65,416	1,296,277	1,361,693	1,360,997	
Total Funds Carried Forward:	7	50,897	11,947	12,901	75,745	975,000	1,050,745	1,361,693	
Represented by:									
Revenue Funds									
General Fund	Appendix A	50,897		9,846	60,743		60,743	50,248	
Mission Fund	Appendix B		7,398	0	7,398		7,398	7,512	
Property Fund	Appendix C		4,549	3,055	7,604		7,604	7,656	
Total Revenue Funds:		50,897	11,947	12,901	75,745		75,745	65,416	
Capital Fund	8					975,000	975,000	1,296,277	
Total All Funds		50,897	11,947	12,901	75,745	975,000	1,050,745	1,361,693	

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

Previous Year's Comparative Figures

Statement of Financial Activity - Year to 31 December 2019								
	Notes	Revenue Funds				Capital Fund	Total All Funds	Total Funds 2018
		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds			
		£	£	£	£	£	£	£
Incoming Resources								
Incoming resources from generated funds								
Voluntary income	1	165,916	34,080	34,618	234,614		234,614	231,248
Activities for generating funds	2	669			669		669	414
Investment income		135			135		135	102
Incoming resources from charitable activities	3	11,706		33,786	45,492		45,492	68,217
Total incoming resources:		178,426	34,080	68,404	280,910	0	280,910	299,981
Resources Used								
Costs of generating funds								
Costs of generating voluntary income	4	164			164		164	130
Charitable activities	5	173,187	34,079	69,865	277,131		277,131	277,763
Governance costs	6	2,919			2,919		2,919	2,836
Total resources used:		176,270	34,079	69,865	280,214	0	280,214	280,729
Net incoming/outgoing resources:		2,156	1	(1,461)	696		696	19,252
<i>There were no other recognised gains or losses</i>								
Net movement in funds:		2,156	1	(1,461)	696	0	696	19,252
Total Funds Brought Forward:		38,815	12,518	13,387	64,720	1,296,277	1,360,997	1,341,745
Total Funds Carried Forward:	7	40,971	12,519	11,926	65,416	1,296,277	1,361,693	1,360,997
Represented by:								
Revenue Funds								
General Fund	Appendix A	40,971		9,277	50,248		50,248	50,088
Mission Fund	Appendix B		7,512	0	7,512		7,512	5,880
Property Fund	Appendix C		5,007	2,649	7,656		7,656	8,752
Total Revenue Funds:		40,971	12,519	11,926	65,416		65,416	64,720
Capital Fund	8					1,296,277	1,296,277	1,296,277
Total All Funds		40,971	12,519	11,926	65,416	1,296,277	1,361,693	1,360,997

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

Balance Sheet as at 31 December 2020						
						<i>As at 31 December 2019</i>
	Notes	£	£	£		£
Fixed Assets	12			978,880		1,296,297
Current Assets:						
Debtors	13	3,394				7,460
Cash at Bank and in Hand	14	72,953				61,795
			76,347			69,255
Liabilities:						
Creditors falling due within one year	15		4,482			3,859
				71,865		65,396
Total Assets less Current Liabilities:				1,050,745		1,361,693
Liabilities:						
Creditors falling due after more than one year				0		0
Total Net Assets less Liabilities:				1,050,745		1,361,693
Represented by:						
Revenue Funds:						
General Fund	Appendix A		60,743			50,248
Mission Fund	Appendix B		7,398			7,512
Property Fund	Appendix C		7,604			7,656
				75,745		65,416
Capital Fund				975,000		1,296,277
Total Funds:				1,050,745		1,361,693

The notes on pages 11 to 15 form part of these financial statements

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

STATEMENT BY DIRECTORS / TRUSTEES

The 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 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 who are also trustees acknowledge their responsibilities for:

- (a) ensuring the company keeps accounting records which comply with the Companies Acts and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of the Companies Acts relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with other relevant regulations.

The financial statements were approved by the Directors / Trustees on 22 April 2021 and were signed on their behalf by a Trustee and the Treasurer.

We confirm that as directors and trustees we have met our duty in accordance with the Companies Acts to:

- ensure that the company has kept proper accounting records;
- prepare financial statements which give a true and fair view of the state of the company as at 31 December 2020 and of its activities for that period in accordance with Section 1A of Financial Reporting Standard 102 (effective January 2016); and
- follow the applicable accounting policies, subject to any material departures disclosed and explained in the notes to the financial statements.



Director (Treasurer)
5 August 2021

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with Section 1A of Financial Reporting Standard 102 (effective January 2016).

Tangible fixed assets

Depreciation is provided at appropriate annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter. See also note 12 below.

Pension costs and other post-retirement benefits

The Company complies with the requirements of the Workplace Pension Regulations but does not operate a pension scheme of its own – contributions from employees and the Company are paid into approved pension funds.

Going Concern

The accounts have been prepared on a going concern basis on the assumptions that the charity will continue to receive financial support from various sources as and when required.

Reserves:

The Directors/Trustees believe that the Charitable Company should hold sufficient balances on its general account to allow it to continue operating even if there was a significant reduction in the level of giving.

The Directors/Trustees believe that the minimum level of these balances should be the equivalent of three months' operating costs on general (not specifically funded) activity calculated and reviewed annually. On the basis of expectations for expenditure for 2021 this will be in the order of £50,000. The balance on unrestricted and designated funds at the beginning of 2021 was £62,800 and the Directors/Trustees expect to maintain at least this level throughout 2021.

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

1. Voluntary Income:

This includes sums recovered under Gift Aid arrangements. The amount for 2020 is £40,954 (£41,639 in 2019).

2. Activities for generating funds:

This relates to sales of books etc.

3. Incoming resources from charitable activities:

The total includes income from the use of PBC's premises, miscellaneous donations and recharges.

4. Costs of generating voluntary income:

This relates to money spent on publicity.

5. Charitable activities:

PBC spends the money it receives in meeting its Objects as defined in its Constitution. Further analysis of spending can be found in the Appendices.

6. Governance costs:

These are costs relating to legal and accounting costs and are made up as follows:

	<u>£</u>	<u>2019 (£)</u>
DBS checks	392	513
Accounts inspection	600	750
Copyright fees (songs etc)	968	892
Stewardship	500	500
TV licence	0	151
Other	73	113
	2,533	2,919

7. Total Funds Carried Forward:

The balance on the Unrestricted Funds relates to the General Fund (see Appendix A) and the balances on the Restricted Funds are as follows:

	<u>£</u>	<u>2019 (£)</u>
General Fund (see Appendix A)	9,846	9,277
Mission (Group) Fund (see Appendix B)	0	0
Property Fund (see Appendix C)	3,055	2,649
	12,901	11,926

The balances on Designated Funds are as follows:

	<u>£</u>	<u>2019 (£)</u>
General Fund (see Appendix A)	0	0
Mission (Group) Fund (see Appendix B)	7,398	7,512
Property Fund (see Appendix C)	4,549	2,649
	11,947	10,161

8. Capital Fund:

The balance of the Fund is £975,000 and represents the written down value of the Freehold Building (see also note 12 below).

9. Taxation:

No liability to UK corporation tax arose on ordinary activities for the year ended 31 December 2020 as this is a registered charity.

10. Transactions with Directors:

One of the Directors / Trustees (Adam Skirton) is employed by the Charity under terms approved by the Charity Commission and he received emoluments (including employer's oncosts) of less than £50,000 (2019: less than £50,000). No sums were paid to other Directors / Trustees for their work as a Director / Trustee.

The Company complies with the requirements of the Workplace Pension Regulations but does not operate a pension scheme of its own – contributions from employees and the Company are paid into approved pension funds.

11. Ultimate controlling party:

The charitable company is under the control of its members and no one member has sufficient voting rights to control it. In accordance with Sections 790M & 790ZA of the Companies Act 2006, Adam Skirton (Director / Trustee and Senior Pastor) has been designated as the Person with Significant Control.

12. Fixed Assets:

There are three classes of fixed assets shown in the table below. Both motor vehicles have been sold (see also note 5 in Appendix A) and therefore there is a zero balance shown against this class at 31 December 2020. During 2020 the analogue sound system was replaced with a digital version at a cost of £4,323 (see also note 15[iii] in Appendix A). Depreciation for fixtures, fittings etc and motor vehicles is shown in the General Fund.

The freehold of the building is held by Church Growth Trust, who have agreed that the asset value should be shown in PBC's accounts. It has been agreed with them (and the Company's Independent Accounts Examiner) that the asset value should be written down over 20 years. As the final payments in respect of the asset were made in 2015 and all loans also repaid in that year, depreciation has been backdated to 2016. The charge in 2020 is £321,277 and will be £65,000 per annum thereafter. This depreciation is shown in the Capital Fund (see also note 8 above).

	<u>£</u>	<u>2019 (£)</u>
Buildings	975,000	1,296,277
Fixtures, Fittings and Equipmen	3,880	15
Motor Vehicles	0	5
	978,880	1,296,297

13. Debtors:

Debtors are made up as follows:

	<u>£</u>	<u>2019 (£)</u>
HMRC - Gift Aid	3,364	4,835
Delayed Standing Order		2,170
Other	30	455
	3,394	7,460

14. Bank and cash balances:

These are made up as follows:

	<u>£</u>	<u>2019 (£)</u>
CAF Current Account	13,437	15,736
CAF Deposit Account	45,848	32,430
Stewardship Deposit Account	13,628	13,589
Cash	40	40
	72,953	61,795

15. Creditors:

Those falling due within one year are made up as follows:

	<u>£</u>	<u>2019 (£)</u>
Special Mission Gifts	1,625	1,595
<i>Love Ringwood</i>	1,394	
Other	1,463	2,264
	4,482	3,859

There are no creditors falling due after more than one year.

**Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee**

Independent Examiner's Report to the trustees/directors of the charitable company for the year ended 31 December 2020

Report of the Independent Examiner to the trustees/directors on the accounts of the Charitable Company

I report on the financial statements of the Charitable Company (Charity) which have been prepared in accordance with the Charities Act 2011 and Section 1A of Financial Reporting Standard 102 effective April 2008, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, under the historical cost convention and the accounting policies set out in these accounts.

Respective responsibilities of trustees/directors and examiner

As described in these accounts the Charity's trustees/directors are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit, 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 Commission under section 145(5)(b) of the 2011 Act.
- to state whether particular matters have come to my attention.

Basis of opinion and scope of work undertaken

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from the trustees/directors concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities' legislation and that the financial statements comply with the Statement of Recommended Practice issued by the Charity Commissioners for England & Wales, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit and information supplied by the trustees/directors in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report, I obtained assurances from the trustees/directors of all material matters.

Independent Examiner's Statement, report, and opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that:

no matter has come to my attention in connection with my examination which gives me reasonable cause to believe that in any material respect the requirements

(i) to keep accounting records in accordance with the Charities Acts and the Companies Acts,

(ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Charities Acts and the Companies Acts.

have not been met; or

to which, in my opinion, attention should be drawn in my report in order to enable a proper understanding of the accounts to be reached.

The date upon which my opinion is expressed is 16 August 2021

A handwritten signature in black ink, reading "Ken Stratton", with a horizontal line underneath.

Ken Stratton FMAAT
Kimball Smith Limited, Brewery House
High Street, Twyford
Winchester, Hampshire SO21 1RG

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

APPENDICES

The appendices provide a more detailed analysis of the income and expenditure on the three revenue accounts of the Charitable Company. They are in the same format as the draft Financial Statements provided to the Members in March 2021 (a Members' Meeting was not possible because of COVID-19 restrictions).

They do not form part of the Statutory Financial Statements.

There are three appendices:

Appendix A:	General Fund
Appendix B:	Mission Fund
Appendix C:	Property Fund.

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

General Fund 2020					
	Unrestricted	Restricted	Total	Note	2019
	£	£	£		£
Income:					
General giving	168,678		168,678	1	168,835
Associated Gift Aid	30,276		30,276	2	31,161
	198,954		198,954		199,996
<u>less</u> designated for Mission Group	34,080		34,080	3	34,080
Available for general use	164,874		164,874		165,916
Interest on bank deposits	67		67		135
Gifts for employee costs		29,268	29,268	4	34,618
Community Fund					1,161
Sale of Van (2019) and Minibus (2020)		2,464	2,464	5	0
Christmas Offering		1,509	1,509	6	1,645
Other gifts, donations etc		3,243	3,243	7	4,153
<i>Love Ringwood</i>		4,216	4,216	8	0
Total income:	164,941	40,700	205,641		207,628
Net Expenditure:					
Employees	107,456	29,268	136,724	4	137,833
Premises	17,424		17,424	9	18,208
Transport	342		342	10	4,468
Administration etc	19,905	492	20,397	11	18,600
"Ministry" and Outreach	4,151	1,000	5,151	12	7,054
Catering etc	1,031		1,031		3,690
Youth and Children	705		705	13	2,011
Audit and legal fees	2,533		2,533	14	2,919
Community Fund					34
Christmas offering (2016 and 2019)		3,821	3,821	6	3,773
<i>Love Ringwood</i>		4,557	4,557	8	496
Other Expenses	1,468	993	2,461	15	8,382
Total net expenditure:	155,015	40,131	195,146		207,468
Net Position [surplus/(deficit)]	9,926	569	10,495		160
Balance brought forward 1 January:	40,971	9,277	50,248		50,088
Balance carried forward 31 December:	50,897	9,846	60,743	16	50,248

The notes are on the next pages.

Appendix A

Notes to the General Fund:

1. General giving is that which has not been designated for any particular use.
2. Gift Aid is claimed from HMRC according to the regulations that apply. Where gifts have been made for specific purposes, any appropriate Gift Aid has been included in that amount (such as Employee costs – see note 4 below). The average amount of Gift Aid claimed on general giving is 15.2% (15.5% in 2019).
3. As agreed by the Trustees, the amount designated for the Mission Group is 17% of the previous year's unrestricted general giving (see also Appendix B below).
4. Salaries includes employer's oncosts (including pensions – PBC is fully compliant with the regulations on workplace pensions). Some choose to give specifically to the cost of salaries and the figure here includes the appropriate Gift Aid (the higher figure in 2019 compared with 2020 is mainly explained by a one-off gift in December 2019 specified for employee costs). The detail of how employee costs are made up is:

Employees:	<u>£</u>	<u>2019 (£)</u>
Salaries (incl. Employer's NI, pension etc)	135,687	135,752
Staff travelling and subsistence	1,037	2,081
	136,724	137,833
<u>less</u> specific gifts	29,268	34,618
	107,456	103,215

5. The church van was sold in 2018 as it was proving costly to run and was not used enough for PBC purposes to warrant keeping it. The proceeds continue to be held until the Trustees determine their use. Following approval by the Trustees, the minibus was sold early in 2020 for the net amount shown (see also note 16 below).
6. The 2019 Christmas offering was for Acts for Sharing (A4S) and £1,450 was paid over early in 2020. The 2016 Christmas offering (Harry's Chair) of £2,371 was being held until a suitable chair could be found - this has now been paid over. At the end of December 2020, £1,509 had been received for the 2020 Christmas Offering which has been assigned to PBC's Crisis Fund to help those in need. See also note 16 below.

7. This includes regular church activities for which a nominal charge is made – such as Food for Thought, Poppets etc. (which has been significantly reduced in 2020 due to lockdown restrictions) and other unspecified donations. See also note 15 below.
8. There were two *Love Ringwood* events in 2020 - the summer Drive-In and Carols'n'Cars - both held in the long stay car park in Ringwood. Also included here are income and expenditure relating to the Christmas hampers for needy families and the HOPE magazine distributed locally. The expenditure in 2019 represents the share-out with other churches of the surplus from the café (PBC's share went to the Community Fund). See note 16[i] below.
- 9 Premises costs are made up as follows:

Premises:	<u>£</u>	<u>2019 (£)</u>
Maintenance etc	7,400	8,515
Energy, water etc (see note [i] below)	10,051	9,612
Equipment (see note [ii] below)	1,477	3,660
	18,928	21,787
<u>less</u> "use of PBC" income	1,504	3,579
	17,424	18,208

Note: [i]: we negotiated new contracts with our energy supplier (British Gas) in 2020 which meant that, while the tariffs were marginally favourable, the billing arrangements were changed so that we received monthly bills rather than quarterly resulting in a 13 month period in 2020 (one month from 2019). This effectively meant that any small savings as a result of less use of the building were absorbed.

[ii]: Includes, in 2019, £1,573 for new microphones and loud speakers.

- 10 Because of the COVID-19 restrictions it was not necessary to hire the Greyfriars minibus except for the early week of the year.
11. The restricted element of administration costs refers to expenditure on the setting up and running of Church Suite which has been funded by a specific gift - see also note 16 below. Unrestricted administration costs are made up as follows:

Administration etc	<u>£</u>	<u>2019 (£)</u>
Book, publications, tracts, leaflets and printing:	3,022	3,760
Postage, telephones, stationery	6,419	6,845
Publicity (see note [i] below)	158	164
Insurances	3,108	4,005
Office equipment and IT (see note [ii] below)	7,364	4,495
	20,071	19,269
<u>less</u> sales of books etc	166	669
	19,905	18,600

Note [i]: The cost of the new external notice board (£312) was funded by a donation from Members

[ii]: includes new computer for Senior Pastor and additional costs associated with website maintenance to allow YouTube etc broadcasts

12. Specific donations (total £1,000) were received in 2020 to support gifts made to individuals in need from the Crisis Fund. Other gifts from the Crisis Fund are shown below. The unrestricted expenditure on "Ministry" and Outreach costs are made up as follows:

"Ministry" and Outreach	<u>£</u>	<u>2019 (£)</u>
Visiting speakers	940	2,382
Service expenses	662	435
Crisis Fund	50	600
Local outreach events (see note [i] below)	2,499	5,207
	4,151	8,624
<u>less</u> specific gifts	0	1,570
	4,151	7,054

Note [i]: In 2019, this includes expenses related to Holiday Club, Alpha and other courses, the Easter Experience, the Light Parties and the

Farmyard Nativity. Because of the COVID-19 restrictions many of the events planned for 2020 could not happen - so the “target spend” of £6,000 (see paragraph 2.8 above) could not be achieved. Included here for 2020 is PBC’s contribution of £500 to the various *Love Ringwood* Christmas events - see also note 16[i] below.

13. Costs associated with youth and children’s work - including (in 2019) such events as Soul Survivor, SPREE and Westbrook, but excluding Poppets (see note 15 below) are included below, but activity in 2020 was clearly curtailed because of lockdown restrictions, and this is reflected in the figures below:

Youth and Children	<u>£</u>	<u>2019 (£)</u>
Expenses	1,638	8,130
<u>less</u> income from activities	933	6,119
	705	2,011

14. Audit and legal fees are made up as follows:

Audit and legal fees	<u>£</u>	<u>2019 (£)</u>
DBS checks	392	513
Accounts inspection	600	750
Copyright fees (songs etc) - (see note [i] below)	968	892
Stewardship	500	500
TV licence (see note [ii] below)	0	151
Other	73	113
	2,533	2,919

Note [i]: Includes extra licence for broadcasting worship songs etc.

[ii]: Trustees agreed not to renew the TV licence for 2020 as it was rarely used in 2019.

15: The amount for Other Expenses is as follows:

Other Expenses	£	2019 (£)
Volunteer expenses	389	598
Training (see note [i] below)	616	2,417
Poppets, Food For Thought etc (see note [ii] below)	993	4,652
Depreciation (see note [ii] below)	463	0
Misc / other	0	715
	2,461	8,382

Note [i]: Training costs in 2019 include £1,904 relating to Adam's sabbatical.

[ii]: Trustees approved the purchase of a digital sound desk (total cost £4,323) which will be depreciated over five years, with a part year in 2020. The depreciation charge in 2020 is made up of £443 for the new sound desk, £15 to write out the depreciated book value of the old sound desk and £5 to write out the depreciated book value of the minibus. See also note 12 on page 14.

16 The balances on the restricted element of the General Fund are as follows:

	£
<i>Love Ringwood</i> (see note [i] below)	463
Christmas 2020	1,509
Church Suite (see note 11 above)	759
Community Fund	1,909
Proceeds from sale of van and minibus (see note 5 above)	4,576
Naz (see [ii] below)	630
	9,846

Note [i]: The summer Drive-in service cost net £344 (hire of equipment etc). The three Christmas events (Carols'n'Cars, hampers and HOPE magazine) all but broke even. This leaves a balance available for future events at £463. See also note 12[i] above.

[ii]: This is the amount given (including Gift Aid) at the meal provided by Naz as a thank you to the Church. This is being held until a suitable way to support Naz can be found.

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

Mission (Group) Fund 2020					
	Designated	Restricted	Total	Note	2019
	£	£	£		£
Income					
Designated element of general giving (including Gift Aid)	34,080		34,080	1	34,080
Special appeals and specific gifts		19,862	19,862	2	26,292
Harvest Offering		3,413	3,413	3	
Total income:	34,080	23,275	57,355		60,372
Expenditure					
General Mission support	34,194		34,194	4	32,448
Special appeals and specific gifts		19,862	19,862	2	26,292
Harvest Offering		3,413	3,413	3	
Total expenditure:	34,194	23,275	57,469		58,740
Net Position [(deficit) / surplus]	(114)	0	(114)		1,632
Balance brought forward 1 January:	7,512	0	7,512		5,880
Balance carried forward 31 December:	7,398	0	7,398	5	7,512

The notes are on the next two pages.

Notes to the Mission Fund:

1. As agreed by the Trustees, the amount designated for the Mission Group is 17% of the previous year's unrestricted general giving.
2. The details of special appeals and specific gifts are as follows:

Special Appeals and Specific Gifts (includes Gift Aid where appropriate)	
	<u>£</u>
Bible Society (from boxes)	1,050
Matizas	15,921
Tanners	125
Whalens	125
Acts 4 Sharing	930
Tear Fund	490
Ringwood Foodbank	250
Bournemouth Health Bus	625
Other	346
	19,862

3. The Harvest Offering was shared between Open Doors (£2,413) and Acts 4 Sharing (£1,000). In addition, Acts 4 Sharing received donations of household goods for passing on to those in need.

4. General support for mission is as follows:

General Mission Support:		
	<u>£</u>	<u>2019 (£)</u>
Regular donations:		
Matizas	5,040	5,040
Tanners	8,640	8,640
Acts 4 Sharing (A4S)	3,960	3,960
Partakers	3,960	3,960
Wycliffe (Leoma)	2,400	2400
J & A Whalen	2,660	600
	26,660	24,600
Other gifts		
Matizas	1,250	1,200
Mary Melrose (YWAM)		1,500
Partakers	250	
African Bible Commentaries	504	
Bible Education Services	100	
Matizas (Lay evangelist training)	400	695
Zamuchiya church	50	600
Jordan Whalen	2,600	550
OM Zimbabwe		1,000
David Gatehouse		540
India "shed" project		500
P and T Tanner	300	
Walk Through the Bible	300	
African Children's Choir	500	
Christmas Gifts	1,150	650
Other	130	613
	7,534	7,848
	34,194	32,448

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

Property Fund 2020					
	Designated	Restricted	Total		2019
	£	£	£		£
Income:					
Donations received (including Gift Aid)		406	406		535
Total income	0	406	406		535
Expenditure:					
External lighting	458		458		1,631
Total Expenditure:	458	0	458		1,631
Net Position [(deficit) / surplus]	(458)	406	(52)		(1,096)
Balance brought forward at 1 January	5,007	2,649	7,656		8,752
Balance carried forward 31 December:	4,549	3,055	7,604		7,656

This Fund was set up in 2015 by transferring the balance on the Building Fund to this Fund. Expenditure in 2019 related to the upgrade of external lighting after some safety concerns, with the final spending on this project in 2020. These matters were specifically approved by the Trustees.