

TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

Registered Charity No. 1141725

HILLFIELDS CHURCH, COVENTRY

LEGAL AND ADMINISTRATIVE INFORMATION

Office address: 18 Lower Ford Street
Coventry
CV1 5QJ

Bankers: Virgin Money

Trustees: James Young
Simon Hook
Paul Watts
Peter Cordle
Daniel Field (resigned 28th March 2024).
John Barnes (appointed 7th March 2024)
Jerciline Gnanasundarapaulraj (appointed 7th March 2024)
Alex McLaren (appointed 7th March 2024)
Matthew Stevens (appointed 7th March 2024)

Treasurer: Daniel Field

CONTENTS

Trustees' report	1
Independent examiner's report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Accounts	8

TRUSTEES' REPORT

The Trustees present their report and accounts for the year ended 31 December 2023.

Structure, governance and management

Hillfields Church Coventry is an independent Baptist Church located in Lower Ford Street and Waterloo Street, Coventry. The Church is a charitable unincorporated association with the Church Constitution adopted on 3rd March 2011.

The Trustees are the designated Officers of the Church as laid down in the constitution. These are the Elders, including the Pastors. A Pastor is one of the Elders whose gift in preaching, teaching and pastoral care has been recognised by the Church and has been appointed by the Church to exercise such a ministry. James Young and Simon Hook serve as full time pastors of the church.

The Trustees are required by the constitution to meet at least twice in a twelve-month period, but have met more frequently during the year. Any matter requiring a decision of the Trustees requires a simple majority of those present and voting at a properly convened meeting. In the event of an equality of votes the chairman of the meeting is entitled to a second or casting vote.

Objects of the charity

The purposes of the Church are the advancement of the Christian faith in accordance with the Doctrinal Basis of Faith primarily but not exclusively within Coventry and the surrounding neighbourhood, and such other charitable purposes as shall, in the opinion of the members of the church in general meeting, further the work of the church.

Policies

Church policies are set by the Trustees. HCC currently has policies addressing the following:

Safeguarding of children, young people and vulnerable adults.

Data protection

Conflict of interest

Finance, including Reserves, Investment, Internal control and paying staff

Managing volunteers

Risk management

Disability

Health and Safety

Buildings lettings

Lone workers

Social media

First aid

Serious Incident Reporting

Achievements and performance

We rely entirely upon God's grace and power to produce lasting benefit from our activities. At the same time, we encourage everyone in the church family to be involved in serving.

We are very grateful to God for the consistent and helpful biblical ministry from our pastors, other preachers from within the church and visiting preachers during the year. This has been a great help to many people, some of whom have understood their need of repentance and of putting their trust in the Lord Jesus Christ as their Saviour and Lord.

During 2023 we welcomed 20 new members into the church fellowship, while 6 ceased membership, bringing the number to 203 at the end of the year.

Activities and Public Benefit

The Trustees have paid due regard to the Charity Commission's guidance on public benefit and during the year the Church has sought to provide a distinct public benefit in our activities. A spiritual or practical benefit has been provided to a wide range of members of the public in most of our activities.

Apart from specific meetings during the year for church members only, our meetings are freely open to the public.

Our regular Sunday worship and biblical preaching ministry have been maintained with morning and evening services each Sunday. Access to the church worship services online has been a help to many listeners both in the UK and overseas.

During the week the church has held regular meetings for prayer, Bible study and fellowship, at the church and in small home groups on alternating weeks, as well as promoting informal contact between members and others for mutual help and encouragement.

We have maintained a comprehensive programme of teaching and activities for children, young people and students to help them understand the Bible and the way in which its teaching should affect our lives in a beneficial way as well as participating in fun activities in a safe and nurturing environment. We also provide opportunities for older people to build friendships and encourage each other. "Open Door at 4" on a Sunday afternoon seeks to draw people from the community in to hear the Christian message in an informal setting.

Additional community support is provided through subsidised fortnightly lunches on a Monday and free lunches monthly on a Sunday and a subsidised annual holiday at home

The church has been able to give financially in response to several UK and overseas needs which have arisen during the year and which have been brought to our attention. This has been done with the recommendation of the Trustees.

The church supports a number of missionaries and Christian workers in prayer and receives their prayer letters and emails. Missionaries are prayed for by individuals and also from time to time at the Church prayer meeting. The Church has been particularly supporting Alex and Mari Walker and their family working

in support of community radio stations in sub-Saharan Africa for a number of years. We also support David and Georgina Gray in their work of Bible translation and Scripture engagement.

During the year we continued our program of refurbishments at our Waterloo Street site. Access to the main entrance was improved, new front doors, a new security system and blinds were installed and work began on upgrading the audiovisual infrastructure.

Plans for future periods

All our plans for the future are made in dependence on God. We are intending to continue our regular worship, Bible teaching ministry and prayer to give spiritual support to Church members and visitors. We are also hoping to develop further our evangelism with initiatives designed to engage with those who are not currently Christians, so that more people in Coventry and beyond, but in the local district of Hillfields in particular, are able to hear and understand and given an opportunity to respond to the message of the Christian gospel. To this end we are actively thinking through new opportunities for outreach, building relationships and providing practical support to the local community based particularly at the Waterloo Street site. We plan to continue the renovations to the Waterloo Street building to ensure it is suitable as a base for ministry.

We continue to seek as far as we can to meet the need for pastoral help and support for people in our fellowship which continues to increase as the church grows.

We hope to see the use of our buildings increase for both church ministries and as a resource for our local community; rooms are available for hire to external groups.

Financial review

The church has a finance team led by our treasurer, Dan Field. The work of the finance team includes producing an annual forecast of our estimated expenditure needs, collecting and allocating gifts to the church, reclaiming tax from HMRC on gift aided income, paying staff members, maintaining the financial accounts and distributing monies to those in need in accordance with the wishes of the Trustees.

The Church made a small surplus for the year on its General Fund of £785. This compares to a forecast deficit, which was avoided due to an increase in regular giving as well as £11,000 of large one-off gifts. The Trustees consider the financial position at the year-end to be satisfactory. The Trustees review the level of reserves each year to ensure that it is sufficient for ongoing day to day purposes. A budget for 2024 has been set based on the Church's ongoing and projected activities and a deficit is expected as a result of further increased salary costs and a slight reduction in donations. This deficit will be covered by funding a proportion of salary costs from designated funds carried forward. In setting the budget the Trustees have considered the possible impact of the economic climate on donations and they are satisfied that their assumptions are reasonable.

The main source of funds comes from donations. These funds enable the Trustees to fulfil their aims and objectives as stated above. It is the current policy of the Church that reserves (freely available unrestricted funds which have not been designated for a specific use) should be maintained at a level equivalent to at least 10% of annual General Fund expenditure, excluding costs of activities which are recharged to

participants. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to achieve an orderly change in the Church's current activities while consideration is given to ways in which additional funds may be raised. The level of General Fund liquid reserves at 31 December 2023 was just over £23,000, in line with that required by policy.

There are no restrictions on the Trustees to invest. The unrestricted and restricted funds may be invested in any type of investment. The investment strategy is reviewed annually.

On behalf of the Trustees:

Signed Peter Cordle
Peter Cordle (Oct 21, 2024 12:43 GMT+1)

Name Peter Cordle Date 21/10/2024

Signed Simon Hook
Simon Hook (Oct 22, 2024 09:53 GMT+1)

Name Simon Hook Date 22/10/2024

INDEPENDENT EXAMINERS REPORT

TO THE TRUSTEES OF HILLFIELDS CHURCH COVENTRY

I report on the accounts of the Church for the year ended 31 December 2023, which are set out on the attached pages.

Respective responsibilities of trustees and independent examiner

The Church's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year (under section 44(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

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 Commissioners 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 Commissioners. 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 seeking 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

D C S Cooke
D C S Cooke (Oct 22, 2024 09:57 GMT+1)

D C S Cooke MA (Oxon) FCA FCIE
David Cooke & Co
5 Briar Close
Banbury OX16 9DS

Date: 22/10/2024

Statement of Financial Activities
for the year ended 31 December 2023

	Unrestricted funds £	Designated funds	Restricted income funds £	Total this year £	Total last year £
Incoming resources (Note 3)					
Income from					
Donations and legacies	217,860	-	9,275	227,135	214,742
Charitable activities	29,804	-	-	29,804	31,714
Investments	2,862	-	-	2,862	1,187
Total incoming resources	250,526	-	9,275	259,801	247,643
Resources expended (Notes 4-7)					
Charitable activities	249,741	-	38,304	288,045	285,779
Total resources expended	249,741	-	38,304	288,045	285,779
Net income/(expenditure)	785	-	(29,029)	(28,244)	(38,136)
Transfers between funds (Note 13)	(9,000)	9,000	-	-	-
Net movement in funds	(8,215)	9,000	(29,029)	(28,244)	(38,136)
Total funds brought forward	73,136	80,065	60,625	213,826	251,962
Total funds carried forward	64,921	89,065	31,596	185,582	213,826

Balance Sheet
as at 31 December 2023

	Note	Unrestricted funds £	Designated Funds £	Restricted income funds £	Total this year £	Total last year £
Fixed assets						
Tangible assets	10	41,532	-	576	42,108	50,451
Total fixed assets		41,532	-	576	42,108	50,451
Current assets						
Debtors	8	16,838		105	16,943	31,790
Cash at bank and in hand		10,610	89,065	30,916	130,591	135,834
Total current assets		27,448	89,065	31,021	147,534	167,624
Creditors: amounts falling due within one year	9	4,059	-	-	4,059	4,249
Net current assets/(liabilities)		23,389	89,065	31,021	143,475	163,375
Total assets less current liabilities		64,921	89,065	31,597	185,583	213,826
Net assets		64,921	89,065	31,597	185,583	213,826
Funds of the Charity						
Unrestricted funds	11	64,921			64,921	73,136
Designated Funds	11		89,065		89,065	80,065
Restricted income funds	12			31,597	31,597	60,625
Total funds		64,921	89,065	31,597	185,583	213,826

Signed on behalf of the trustees

Peter Cordle
Peter Cordle (Oct 21, 2024 12:43 GMT+1)
Signature

Simon Hook
Simon Hook (Oct 22, 2024 09:53 GMT+1)
Signature

Peter Cordle
Print name

Simon Hook
Print name

21/10/2024

Date

22/10/2024

Date

Notes to the accounts

Note 1 Basis of preparation

1.1 Basis of accounting

The accounts 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 (FRS102) issued on 16 July 2014, FRS102 and the Charities Act 2011.

Hillfields Church Coventry meets the definition of a public benefit entity under FRS102.

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Note 2 Accounting policies

2.1 Income

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS

Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Income from interest, royalties and dividends

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

2.2 Expenditure & Liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

2.3 Assets

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £400. They are valued at cost or a reasonable value on receipt.

Assets are depreciated on a straight line basis over their useful life as follows:

- Electronic equipment - 5 years
- Furniture, fixtures and fittings - 10 years
- Motor vehicles - 10 years

Notes to the accounts (cont.)

Note 3 Analysis of income

		Unrestricted funds	Restricted income funds	Total funds	Prior year
Analysis		£	£	£	£
Donations and legacies	Donations	182,429	8,283	190,712	179,537
	Gift Aid	35,431	992	36,423	35,205
	Total	217,860	9,275	227,135	214,742
Charitable activities	Event & activity charges	17,127	-	17,127	25,324
	Café sales	3,215	-	3,215	2,818
	Rent receivable	9,080	-	9,080	3,572
	Sundry Income	382	-	382	-
	Total	29,804	-	29,804	31,714
Investment income					
	Interest receivable	2,862	-	2,862	1,187
	Total	2,862	-	2,862	1,187
		250,526	9,275	259,801	247,643

Note 4 Analysis of resources expended

		Unrestricted funds	Restricted income funds	Total funds	Prior year
Analysis		£	£	£	£
Charitable activities	Officeholder and employee-related costs	126,176	-	126,176	130,430
	Payments to preachers/speakers	2,000	-	2,000	1,770
	Gifts and financial support given	28,059	15,807	43,866	53,191
	Children's and youth ministry	7,486	508	7,994	6,912
	18-30s ministry	8,496	336	8,832	8,197
	Church holiday and other events	2,353	-	2,353	10,872
	Café costs	3,153	-	3,153	1,556
	Other activities	3,980	-	3,980	5,472
	Training and conferences	5,551	-	5,551	3,123
	Equipment and resources	3,823	225	4,048	3,289
	Utilities, rates and insurance	27,804	-	27,804	22,502
	Minibus expenses	3,850	-	3,850	5,911
	Repairs and maintenance	8,875	21,246	30,121	9,797
	Licences and subscriptions	2,271	-	2,271	2,292
	Printing & copying	3,621	-	3,621	2,748
	Consumables and sundry expenses	2,473	-	2,473	3,015
	Professional fees	1,609	-	1,609	5,207
	Depreciation	8,161	182	8,343	9,495
	Total	249,741	38,304	288,045	285,779

Notes to the accounts (cont)

Note 5 Details of certain items of expenditure

5.1 Fees for examination or audit of the accounts

£425 is due to the independent examiner (2022: £425) for the examination of the accounts and £nil for other services (2022: £40).

Note 6 Paid employees

6.1 Staff Costs

	This year £	Last year £
Salaries and wages	100,125	100,051
Employer's National Insurance costs	2,217	2,479
Pension costs (defined contribution scheme)	8,038	13,081
Other benefits	15,770	14,661
Total staff costs	126,150	130,272

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

6.2 Average head count in the year

	This year Number	Last year Number
Charitable Activities	5.9	6
Total	5.9	6

6.3 Pensions

The charity operates a defined contribution benefit scheme and contributes to NEST or an alternative scheme of the staff members' choice.

Note 7 Grantmaking

7.1 Analysis of grants paid (included in cost of charitable activities)

Purpose for which grants made	Grants to institutions £	Grants to individuals £
Support of missionary workers	3,000	18,395
Overseas charitable projects	5,757	-
Support for student ministry	3,690	-
Support for other UK Christian ministry	-	3,433
Gifts to UK churches and Christian charities	1,306	-
Bible College study	-	1,312
Support for individuals in need	-	729
Total this year	13,753	23,869
Total last year	31,849	14,780

There were no costs incurred in grantmaking (2022: £nil).

7.2 Grants made to institutions

Names of institutions	Purpose	Total amount of grants paid £
King of Kings Church, South Africa	Hope4Babies project	4,000
Wycliffe Bible Translators	Missionary Support	3,000
Friends International	International Student ministry	2,200
Gifts of £1,000 or less to 9 organisations		4,553
	Total grants to institutions	13,753

Notes to the accounts (cont)

Note 8 Debtors and prepayments

Analysis of debtors

	This year £	Last year £
Income Tax recoverable	8,998	25,465
Prepayments	7,945	6,325
Total	16,943	31,790

Note 9 Creditors and accruals

Analysis of creditors

	Amounts falling due within one year	
	This year £	Last year £
Other creditors	-	2,633
Social Security and Other Taxation	916	1,216
Accruals	3,143	400
Total	4,059	4,249

Note 10 Tangible fixed assets

	Fixtures, fittings and equipment £	Motor vehicles	Total £
10.1 Cost or valuation			
Balance brought forward and carried forward	92,643	16,320	108,963
10.2 Accumulated depreciation and impairment provisions			
Balance brought forward	43,008	15,504	58,512
Depreciation charge for year	7,527	816	8,343
Disposals	-	-	-
Balance carried forward	50,535	16,320	66,855
10.3 Net book value			
Brought forward	49,635	816	50,451
Carried forward	42,108	-	42,108

Note 11 Unrestricted and designated funds

	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General Fund	73,136	250,526	(249,741)	(9,000)	64,921
Designated funds					
Building Fund	31,538	-	-	-	31,538
Ministry Fund	33,409	-	-	-	33,409
Minibus Replacement Fund	15,118	-	-	9,000	24,118
Total Funds	153,201	250,526	(249,741)	-	153,986

The designated Building Fund is money set aside by the church from existing funds towards the cost of renovation work at the Waterloo Street site.

The Ministry fund is designated by the church to be put towards salary costs should the church be unable to cover the full cost from regular income in the short term, as well as funding ministry training costs.

Notes to the accounts (cont)

Note 12 Endowment and restricted income funds

12.1 Funds held

The church holds no endowment funds. The following are the restricted income funds held by the church:

Fund Name	Purpose and Restrictions
Building Fund	To fund the church building project.
Special Collections	To assist selected organisations and individuals.
Ministry Fund	To fund church worker costs and ministry training.
Specific Ministries	Gifts given for specific ministries of the church.
Help Fund	Ad hoc assistance to individuals in need.
Hope4Babies	In support of the Hope4Babies project in South Africa.
Overseas Workers Support	Support for individual Christian workers overseas
Short Term Mission Fund	To support short term mission opportunities for church members.
Church Holiday Support Fund	To assist individuals in paying church holiday charges.

12.2 Movements of funds

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Fund balances carried forward £
Building Fund	27,092	-	(21,428)	-	5,664
Special Collections	1,559	2,298	(3,626)		231
Help Fund	9,035	53	(600)		8,488
Ministry Fund	7,975	1,656	(3,131)		6,500
Overseas Workers Support	2,285	2,944	(4,325)		904
Hope4Babies	3,015	1,349	(4,000)		364
Specific Ministries	5,076	875	(1,093)		4,858
Short Term Mission Fund	3,144	-	-		3,144
Church Holiday Support Fund	1,444	-	-		1,444
Total Funds	60,625	9,175	(38,203)	-	31,597

Note 13 Transfers between funds

From Fund (Name)	To Fund (Name)	Reason	Amount
General Fund	Minibus Replacement Fund	Allocate cash surplus	9,000

Note 14 Transactions with trustees and related parties

14.1 Trustee remuneration and benefits

As permitted by the church constitution, trustees James Young and Simon Hook received remuneration in their capacity as Pastors. In total this remuneration was as follows:

	This year £	Last year £
Stipends	41,230	37,087
Pension costs	4,176	8,776
Accommodation	15,770	14,661
Total costs	61,176	60,524

14.2 Trustee expenses

None of the Trustees were paid or reimbursed for expenses relating to their services as trustees during the year. (2022: none).