

HUTTON AND SHENFIELD UNION CHURCH

CONTENTS

Page 3	Legal and Administrative Information
Page 4	Independent Examiner's Report to the Trustees
Pages 5 to 6	Trustees' Report
Page 7	Statement of Receipts and Payments
Page 8	Statement of Assets and Liabilities
Pages 9 to 14	Notes to the Accounts

HUTTON AND SHENFIELD UNION CHURCH
LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER 1141799

START OF FINANCIAL YEAR 1st January 2020

END OF FINANCIAL YEAR 31st December 2020

TRUSTEES AT 31ST DECEMBER 2020

Rev Paul Ellis	Minister	Miss L Corderoy	Mr D Gillies
Mrs S Dunn	Secretary	Mrs L Crutchett	Mr T Medland
Mrs G Johnson	Finance Officer	Mrs J Damen	Mrs E Montgomery
Mrs A Gibson	Property Manager	Mrs E Gear	Mr M Rutherford
		Mrs K Gee	

Trustees are elected by Church Members at the Annual Church Meeting in March/April for a period of 3 years. Officers appointed in same manner in January annually for a maximum period of 5 years.

CUSTODIAN TRUSTEES AT 31ST DECEMBER 2020

The United Reformed Church (Eastern Province) Trust
Baptist Union Corporation

GOVERNING INSTRUMENT Constitution dated 27th October 2010

OBJECTS The purpose of the Church is the advancement of religion. In addition it seeks to encourage fellowship and support for individuals.

CORRESPONDENCE ADDRESS Roundwood Avenue
Hutton Mount
Brentwood
Essex
CM13 2NA

PRIMARY BANKERS NatWest
46 High Street
Brentwood
Essex
CM14 4AL

INDEPENDENT EXAMINER N Watson
NW Consultants Ltd
55 Crown Street
Brentwood
CM14 4BD

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees and Members of Hutton and Shenfield Union Church on the accounts for the year ended 31st December 2020 set out on pages 7 to 14.

Respective responsibilities of trustees and examiner

The Charity's Trustees are satisfied that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing documents 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 under company law and is eligible for an independent examination, it is my responsibility to:

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

Basis of independent examiner's statement

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 you as Trustees 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 SORP, 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 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 obtain written assurances from the trustees of all material matters.

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Act); and
 -
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

N Watson
NW Consultants Ltd
55 Crown Street
Brentwood
CM14 4BD

HUTTON AND SHENFIELD UNION CHURCH
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2020

Structure, Governance and Management

The organisation is a Union Church with affiliation to both the Baptist Union and the United Reformed Church and was registered as a charity on 9th May 2011, No. 1141799.

All Trustees are given a two page leaflet which highlights the 6 Main Duties of being a Trustee and are told to download the booklet titled "The Essential Trustee: What you need to know published by the Charity Commission.

It is a Union Church, comprising a Minister, 3 Church Officers, 9 elected Deacons and around 120 members. Proposals are initially discussed by the Deacons then recommended to the monthly Church Meeting for approval by the Church Members at their meeting. In August 2016 Rev Paul Ellis began his ministry at the Church.

The Church financially contributes to The United Reformed Church, The Baptist Union, and The Baptist Missionary Society together with the local Brentwood Schools Christian Worker Trust.

All major insurance risks are subject to normal Churches' and employers' insurance. An annual review of all areas of risk is undertaken by the Trustees in conjunction with staff and volunteers responsible for the area of activity and Trustee Indemnity Insurance is held.

Summary of Main Activities Undertaken for the Public Benefit

Covid-19

The Church activities from March 2020 were severely affected by the Covid-19 restrictions. Church services were streamed and the premises closed for much of the year, reducing premises income by about 50%. Although donations at Sunday services were reduced, regular giving by standing order was not affected.

The Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission in December 2008.

The main object of the organisation is the advancement of the Christian faith. Each Sunday there is a morning family service for all ages which is usually attended by between 80 and 100 persons. A creche is available for children under five and there are separate groups for children and young people. The Sunday evening service is normally attended by about 15 persons.

One of the Church Members is a lay preacher, who frequently leads services at other local churches.

The Minister was involved with two local primary schools as a representative of the Church and as an associate of the Brentwood Schools Christian Worker Trust.

During the course of a month, seven separate church groups meet on the premises for the purpose of the furtherance of religion and/or fellowship activities.

In addition the premises are used by at least 27 local clubs, schools and social groups, including the local Parkinson's Society and Beaver Scouts

Policy on Grantmaking

Grants in 2020 totalled 16% of total income. The main grants are to the Baptist Union and the United Reformed Church and the Brentwood Schools Christian Worker Trust. In addition small grants are made to other religious or charitable causes. All grants are approved by the Trustees.

HUTTON AND SHENFIELD UNION CHURCH TRUSTEES' REPORT (Continued) FOR THE YEAR ENDED 31ST DECEMBER 2020

Summary of Main Activities Undertaken for the Public Benefit (Continued)

Policy Programme related to Investments

Investments are not made, apart from cash deposit accounts.

Contribution made by Volunteers

Whilst the Church employs a Minister, Affiliated Minister, Office Manager and two Hoursworth helpers, most members of the Church are involved in worship and prayer, visiting the sick and others in need, together with helping with the administration. This involves being on rotas for meeting and greeting, serving refreshments, creche duties and driving the minibus for transporting elderly or disabled persons. Monthly events provided by volunteers open to all include a lunch club for the elderly, and a bible study group, all providing companionship to a wide variety of people. Also many of our church members volunteer in our children's and youth work.

Achievements and Performance

1). Teaching, Preaching and showing practical care in the community

This includes teaching in Church on Sunday, which is open to all, midweek meetings and also by running specific courses to address particular aspects of Christian living.

2). Impacting the next generation

Volunteers from the Church work to provide a range of activities for 4 - 16 year olds. The Church provides support to the Brentwood Schools Christian Worker Trust, which take assemblies and lead discussions in a number of local schools. The aim is to support young people, families and their schools within a Christian context.

3). Help to the Community

A Mothers and Toddlers group run by volunteers meets weekly on Thursday afternoons. Average attendance is 4.

Every weekday morning the coffee bar is open to the public for friendship. On Tuesdays a number of senior citizens are brought to the Church gathering area in the Church minibus and enjoy a very sociable morning together. A monthly service is offered for this group on Tuesdays.

Once a week, a stall of donated goods and cards, staffed by church volunteers, is also open to the public with the purpose of raising funds for charities. In 2020 £780 was raised for laptops in Ghana but activities were suspended after March because of the Covid-19 restrictions.

On the May Day Bank Holiday, the Church normally opens its grounds and premises to local families for a Fun Day. Children's activities, bouncy castles and games are provided free of charge and refreshments are served. However, this could not be held in 2020 due to the Covid 19 restrictions.

4). Affiliated Minister was appointed during 2018 to assist with the mission of the church

5). Helping to support education overseas

Encouragement is given to a Church member, a retired Headteacher, to support education in Ghana through the supply of books and new methods of teaching.

6). Fundraising

The Church raised funds for Foodbank £195, Christian Aid-Beirut Appeal £1,386 Brentwood Schools Christian Workers Trust £3,036 and £1,500 to the Red Balloon Foundation.

HUTTON AND SHENFIELD UNION CHURCH
TRUSTEES' REPORT (Continued)
FOR THE YEAR ENDED 31ST DECEMBER 2020

Financial Review

Statement on Policy on Reserves

Sufficient reserves are maintained for the foreseeable needs of the Church so as to ensure that commitments entered into can be met. There is no specific formula but it is planned that the Reserves will be about three/four months of fixed expenditure (approximately £145,000 p.a.). At the year end the level of reserves was approximately £65,000.

Review for the Year

The financial resources of the Church, to a very large extent, are given by the church members and other members of the public who attend the Church services. Many volunteers give freely of their time and the hours and value of that time cannot be quantified.

Funds received provide for the salaries of the Minister, Affiliated Minister, the Office Manager and two Hoursworth helpers, which together with the premises expenditure enables the charity to achieve its objectives of advancing religion, working with young people and encouraging community spirit.

Trustees' Responsibilities

The Charities Act 2011 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
-
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue to exist.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees, G Johnson, Trustee

Date ...10 March 2021

HUTTON AND SHENFIELD UNION CHURCH

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
RECEIPTS :						
Voluntary Receipts	2a	102,877	-	-	102,877	96,368
Activities for Generating Funds	2b	22,455	-	-	22,455	44,593
Charitable Activities	2c	3,905	9,345	2,361	15,611	57,175
Investment Income	2d	190	4	5	199	427
Other Receipts	2e	250	-	-	250	1,235
TOTAL RECEIPTS		129,677	9,349	2,366	141,393	199,798
PAYMENTS :						
Costs of Charitable Activities	3a/4/5	127,952	4,657	2,281	134,890	199,878
Governance Costs	3b	706	-	-	706	662
TOTAL PAYMENTS		128,658	4,657	2,281	135,596	200,540
Paxton						
NET INCOMING / (OUTGOING) RESOURCES		1,019	4,692	85	5,797	-742
Transfers		-431	431			
		-160	160			
Brought Forward		114,518	9,174	5,230	128,922	129,664
BALANCES CARRIED FORWARD		114,946	14,457	5,315	134,723	128,922

The notes on pages 9 to 14 form part of these accounts.

All operations are continuing operations.

HUTTON AND SHENFIELD UNION CHURCH

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2020

				31-Dec 2020 Total £	31-Dec 2019 Total £
ASSETS					
		Unrestricted Funds £	Designated Funds £	Restricted Funds £	
Cash Funds:					
Bank Accounts	6	114,892	14,456	5,314	134,662
Petty Cash Accounts	6	58	0	0	58
		114,950	14,456	5,314	134,720
Represented by:					
General Fund		114,950			114,519
Designated Funds	5		14,456		9,175
Restricted Funds	4			5,314	5,230
		114,950	14,456	5,314	134,720
Assets retained for the Charity's own use:					
Debtors			0	0	1,029
		0	0	0	1,029
LIABILITIES					
Independent Examiners Fee			0	0	0
		0	0	0	0

TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 7 to 8.

Approved by the Trustees on 10 March 2021

Signed on their behalf by, Mrs G Johnson, Trustee

HUTTON AND SHENFIELD UNION CHURCH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER 2020

1. BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners, and they meet the appropriate legal requirements. The accounts are prepared on a "going concern" basis in accordance with the Charities Act 2011 and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005.

2. RECEIPTS

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
a) Voluntary Receipts						
Free Will Offerings		15,701	-	-	15,701	18,325
Gift Aided Offerings		58,953	-	-	58,953	58,108
Donations		1,447	-	-	1,447	1,607
Gift Aid Tax Recovered		23,476	-	-	23,476	18,328
Bequests and legacies		3,300	-	-	3,300	-
		102,877	-	-	102,877	96,368

b) Activities for Generating Funds

Premises Income		22,435	-	-	22,435	44,400
Sale of Donated Books		20	-	-	20	193
Fund raising income		-	-	-	-	-
		22,455	-	-	22,455	44,593

c) Charitable Activities

				-	-	-
Coffee Bar		1,578	-	-	1,578	6,440
Fun Day Income		-	-	-	-	508
Church Magazine and directory		69	-	-	69	486
Photocopying		51	-	-	51	69
Messy Church		72	-	-	72	-
Youth Receipts		2,135	-	-	2,135	800
Funds	4/5		9,345	2,361	11,706	48,872
		3,905	9,345	2,361	15,611	57,175

d) Investment Income

Bank Interest	4/5	190	4	5	199	427
		190	4	5	199	427

e) Other Receipts

Other Receipts		250	-	-	250	490
Wedding/Funeral donations		-	-	-	-	745
		250	-	-	250	1,235

HUTTON AND SHENFIELD UNION CHURCH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER 2020

3. PAYMENTS

a) Costs of Charitable Activities	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<u>Ministry</u>					
Minister Employment Costs	39,328	-	-	39,328	36,866
Minister's Travel	522	-	-	522	499
Manse Expenses	3,604	-	-	3,604	4,246
Affiliated Minister's Costs	620	-	-	620	620
Training Minister Employment costs	-	-	-	-	-
Visiting Ministers	-	-	-	-	45
Baptist Pension Fund Deficiency	3,551	-	-	3,551	4,632
<u>Church Activities</u>					
Church Music	1,784	-	-	1,784	2,502
Coffee Bar	526	-	-	526	2,015
Messy Church	85	-	-	85	-
Training	-	-	-	-	-
Fun Day Costs	265	-	-	265	283
Youth Work	307	-	-	307	431
Fundraising Event Costs	-	-	-	-	-
Minibus Insurance	390	-	-	390	1,458
Wedding and funeral costs	60	-	-	60	235
Miscellaneous Costs	1,134	-	-	1,134	1,143
<u>Charitable Giving</u>					
Baptist	9,600	-	-	9,600	9,600
URC	9,600	-	-	9,600	9,600
BSCWT	3,036	-	-	3,036	3,017
Other Giving				-	-
<u>Office Costs</u>					
Telephone etc	2,328	-	-	2,328	1,759
Computer Costs	-	-	-	-	-
Messenger Printing	-	-	-	-	1,033
Hoursworth trainees	890	-	-	890	773
Office Supplies	549	-	-	549	614
Photocopying	1,066	-	-	1,066	794
Postage	223	-	-	223	149
Publicity	-	-	-	-	124
Web Site Fees	22	-	-	22	15
<u>Costs of Charitable Activities C/f</u>	<u>79,490</u>	<u>-</u>	<u>-</u>	<u>79,490</u>	<u>82,453</u>

HUTTON AND SHENFIELD UNION CHURCH

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020	Total 2019 £
a) Costs of Charitable Activities (Continued)					
<u>Costs of Charitable Activities B/f</u>	79,490	-	-	79,490	82,453
<u>Premises Costs</u>					
Staff Employment Costs	18,808	-	-	18,808	19,104
Cottage Expenses	1,953	-	-	1,953	6,211
Copyright Licence	793	-	-	793	683
Electricity	3,328	-	-	3,328	3,089
Gas	3,887	-	-	3,887	4,262
Housekeeping	786	-	-	786	1,282
Inspection Certificates	1,250	-	-	1,250	3,965
Insurance	5,689	-	-	5,689	5,513
Kitchen Costs	-	-	-	-	639
Cleaning	3,525	-	-	3,525	4,059
Grounds maintenance	1,143	-	-	1,143	1,104
Refuse Collection	481	-	-	481	813
Repairs & Maintenance	4,936	-	-	4,936	15,286
Hutton Mount Ltd	-	-	-	-	2,250
Equipment repairs	-	-	-	-	-
Equipment purchases	926	-	-	926	3,864
Water Rates	957	-	-	957	969
	127,952	-	-	127,952	155,546
b) Governance Costs					
Professional Fees	300	-	-	300	398
Other Fees	406	-	-	406	264
	706	-	-	706	662

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**

4. RESTRICTED FUNDS

	Balance 01-Jan-20	Income			Expenditure	Balance 31-Dec-20
		Charitable Activities & Grant	Bank Interest	Fund Transfer		
	£	£	£	£	£	£
Charity	2,496	2,361			1,581	3,276
Charity/Sanctus	700				700	-
Community Aid	2,035		5			2,040
	<u>5,231</u>	<u>2,361</u>	<u>5</u>	<u>-</u>	<u>2,281</u>	<u>5,316</u>

Charity: monies from Centenary donations 2013 for use to help older members of the community

Community Aid: assistance given to those living within 5 miles of the Church for particular, individual need

The restricted funds are wholly represented by cash reserves of the charity.

5. DESIGNATED FUNDS

	Balance 01-Jan-20	Income		Transfers	Expenditure	Balance 31-Dec-20
		Charitable Activities	Bank Interest			
	£	£	£	£	£	£
Who Let The Dads Out	219	5,305			253	5,271
Red Balloon	3,317	3,116			3,018	3,415
Food & Friendship	62	120			182	-
Luncheon Club	775	190			299	666
Minibus	5,393	614	4		905	5,106
	<u>9,766</u>	<u>9,345</u>	<u>4</u>	<u>-</u>	<u>4,657</u>	<u>14,458</u>

Food and Friendship: a social group which meets on the first Wednesday of each month for supper

Luncheon Club: senior citizens meet third Thursday each month for lunch

Minibus: used to transport elderly/disabled people to church/or other meetings

HUTTON AND SHENFIELD UNION CHURCH

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

6. CASH AT BANK AND IN HAND

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	31-Dec 2020 £
Nat West Current Account				
- GENERAL	42,481			42,481
- CHARITY			3,275	3,275
- RED BALLOON		3,415		3,415
			<u>Sub Total</u>	<u>49,171</u>
NAT WEST COMMUNITY AID			236	236
NAT WEST LUNCH CLUB		666		666
NAT WEST MINIBUS		3,758		3,758
NAT WEST WHO LET DADS OUT		5,270		5,270
COIF DEPOSIT COMMUNITY AID			1,803	1,803
COIF GENERAL FUND	66,023			66,023
COIF EDNA TURFF	6,388			6,388
COIF DEPOSIT MINIBUS		1,347		1,347
PETTY CASH GENERAL	58			58
				-
	114,950	14,456	5,314	134,720

7. PAYMENTS TO TRUSTEES

No payments were made to or took place with any Trustees or any persons connected with them during this financial period. As a URC Minister, Reverend Paul Ellis is paid from the URC Central Office and monies for this purpose are transferred to the URC on a monthly basis as part of Ministry and Mission contributions.

8. STAFF COSTS AND NUMBERS

	<u>2020</u> £	<u>2019</u> £	<u>2018</u> £
Gross Wages and Salaries	20,198	22,742	16,943
National Insurance Costs	120		
Employer's Pension Contributions		257	205
	20,318	22,999	17,148

In 2020 there were five members of staff consisting of the Minister, an Affiliated Minister, Office Manager and two Hoursworth employees and all except for the Minister, were paid through the PAYE system.

No employee received emoluments in excess of £60,000 (2019 - none).

HUTTON AND SHENFIELD UNION CHURCH
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

9. TANGIBLE FIXED ASSETS

The Church building was constructed in 1913 and is registered in the name of The United Reformed Church (Eastern Province) Trust but is not part of the assets of the URC. Within the grounds there is a two bedroom Caretaker's cottage with no road frontage or garage and because of the limited access is considered to be of low market value. There is also the Minister's Manse purchased in 2003 for £515,000, but is now considered to be worth in the region of £750,000. Most of the contents of the Church and halls consist of equipment mostly bought many years ago and hence have little intrinsic value.

10. RISK ASSESSMENT

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

11. RESERVES POLICY

The Trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Trustees will endeavour not to set aside funds unnecessarily.

12. PUBLIC BENEFIT

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or aims that are for the public benefit. Details of how the Charity has achieved this are provided in the Trustees' Report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on these matters.

13. Continuing Liability

There is a deficiency on the Baptist Union Pension Fund which has resulted in an ongoing liability to those churches who were employing a Baptist Minister when the deficiency arose. The liability continues throughout the lifetime of that Minister and his wife and in 2020 the amount paid by this church was reduced to £3,551, from £4,500 in 2019, by the Baptist Union because of the impact on church finances caused by Covid-19.