

**ANNUAL REPORT AND
STATEMENT OF ACCOUNTS
FOR YEAR ENDED 31ST DECEMBER 2016**

HUTTON & SHENFIELD

UNION CHURCH

CHARITY REG NO. 1141799

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

ANNUAL REPORT AND STATEMENT OF ACCOUNTS FOR YEAR ENDED 31ST DECEMBER 2024									
HUTTON & SHENFIELD UNION CHURCH									
CHARITY REG NO. 1141799									
N Watson NW Consultants Ltd Suite 4 Peverel House Hatfield Peverel Essex, CM3 2JF									

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Hatfield Peverel
Essex, CM3 2JF

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	HUTTON AND SHENFIELD UNION CHURCH								
	LEGAL AND ADMINISTRATIVE INFORMATION								
	CHARITY NUMBER		1141799						
	START OF FINANCIAL YEAR		1st January 2024						
	END OF FINANCIAL YEAR		31st December 2024						
	TRUSTEES AT 31ST DECEMBER 2024								
	Rev'd A Newens	Minister	Mrs C Burns	Mrs S Wakefield					
	Miss L Corderoy	Secretary	Mrs E Church	Mr K Dunn					
	Mrs A Gibson	Property Manager	Mrs L Crutchett	Mr P Burns					
	Mrs R Froud	Finance Officer	Mrs G Damen	Mr T Castle					
			Mrs H Sweeney						
	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 2024								
	The United Reformed Church (Eastern Province) Trust								
	Baptist Union Corporation								
	GOVERNING INSTRUMENT		Constitution dated						
	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 Suite 4 Peverel House Hatfield Peverel Essex CM3 2JF						

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 2024 set out on pages 8 to 15									
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									
Suite 4e Peverel House									
Hatfield Peverel									
Essex CM3 2JF									

HUTTON AND SHENFIELD UNION CHURCH									
TRUSTEES' REPORT									
FOR THE YEAR ENDED 31ST DECEMBER 2024									
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 85 members. Proposals are initially discussed by the Deacons then recommended to the monthly Church Meeting for approval by the Church Members at their meeting. Our Church has a new Baptist Minister who started in July 2023.									
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 and the ongoing mission of the Church.									
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									
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 60 and 70 persons. A creche is available for babies, children under five and children of school age have a separate group. During the week the Church continues its Christian Mission to the local community through a variety of activities.									
One of the Church Members is a lay preacher, who occasionally leads services at other local churches.									
During the course of a month six separate church groups meet on the premises for the pupose of the furtherance of religion and/or fellowship activities.									
In addition the premises are used by at least 17 local clubs, schools and social groups, including the local Parkinson's Society and Beaver Scouts									
Policy on Grantmaking									
Grants in 2024 totalled 12.6% 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 2024						
	Summary of Main Activities Undertaken for the Public Benefit (Continued)						
	<u>Policy Programme related to Investments</u>						
	Investments are not made, apart from cash deposit accounts.						
	<u>Contribution made by Volunteers</u>						
	The Church has a Baptist Minister, and an Office Manager who are employed, and 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 and younger church duties and driving the minibus for transporting elderly or disabled people. Monthly events provided by volunteers which are 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).	<u>Teaching, Preaching and showing practical care in the community</u>					
		This includes teaching in Church on Sunday, and mid week outreach services, which are open to all, midweek meetings and also running specific courses to address particular aspects of Christian living.					
	2).	<u>Impacting the next generation</u>					
		Volunteers from the Church work to provide a range of activities for 4 - 16 year olds.Messy Church.WLYTDO, Clubs and a Fun Day. 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)	<u>Help to the Community</u>					
		A Family and Baby/toddler Café Café run by volunteers meets weekly on Wednesday and Friday mornings. Average attendance exceeds 30 families.					
		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.					
		Once a week a stall selling donated goods and cards, staffed by Church volunteers, is also open to the public. With the purpose of raising funds for Charities.					
		On Saturdays we have a monthly group called Who Let The Dad's Out & a weekly Dads' café to support Fathers and Children. Average attendance 35 families.					
						3	
		On the May Day Bank Holiday, the Church opened its grounds and premises to local families for a Fun Day. Children's activities, bouncy castles and games were provided free of charge and refreshments were served.					
	4)	<u>Helping to support education overseas</u>					
		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. A Ghana day with drumming and crafts plus other fundraisers have taken place.					
	5)	<u>Fundraising</u>					
		and the Samaritans Purse Shoe Box appeal £250.					

HUTTON AND SHENFIELD UNION CHURCH									
TRUSTEES' REPORT (Continued)									
FOR THE YEAR ENDED 31ST DECEMBER 2024									
Financial Review									
<u>Statement on Policy on Reserves</u>									
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 £60,000									
<u>Review for the Year</u>									
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 cost of the Minister, the Office Manager 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 and of affairs of the trust and 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 Mrs Ruby Froud, Trustee									
Date 23 04 2025									

			HUTTON AND SHENFIELD UNION CHURCH					
			STATEMENT OF RECEIPTS AND PAYMENTS					
			FOR THE YEAR ENDED 31ST DECEMBER 2024					
				Unrestricted	Designated	Restricted	Total	Total
		Notes	Funds	Funds	Funds	2024	2023	
			£	£	£	£	£	
		RECEIPTS :						
	Voluntary Receipts	2a	118,194	-	-	118,194	120,389	
	Activities for Generating Funds	2b	35,016	-	-	35,016	39,166	
	Charitable Activities	2c	9,484	9,975	2,701	22,160	24,579	
	Investment Income	2d	3,075	73	-	3,147	2,956	
	Other Receipts	2e	6,154	-	-	6,154	3,946	
	TOTAL RECEIPTS		171,923	10,048	2,701	184,672	191,035	
						x		
	PAYMENTS :							
	Costs of Charitable Activities	3a/4/5	192,707	18,744	2,701	214,152	172,015	
						-		
	Governance Costs	3b	1,580			1,580	1,449	
						-		
	TOTAL PAYMENTS		194,287	18,744	2,701	215,732	173,464	
		Paxton				x		
	NET INCOMING / (OUTGOING) RESOURCES		- 22,364	- 8,696	- -	31,060	17,571	
	Transfers							
	-							
	Brought Forward		103,614	20,574	2,495	126,683	109,113	
	BALANCES CARRIED FORWARD		81,250	11,878	2,495	95,623	126,683	
		Bank Bals	81,250	11,878	2,495	95,623		
			-	-	-	-		
	The notes on pages 10 to 15 form part of these accounts.							
	All operations are continuing operations.							

	HUTTON AND SHENFIELD UNION CHURCH							
	STATEMENT OF ASSETS AND LIABILITIES							
	AS AT 31ST DECEMBER 2024							
							31-Dec	31-Dec
							2024	2023
	ASSETS	Unrestricted Funds	Designated Funds	Restricted Funds			Total	Total
		£	£	£			£	£
	Cash Funds:							
	Bank Accounts	81,250	11,878	2,495			95,623	126,683
	Petty Cash Accounts						-	
		81,250	11,878	2,495			95,623	126,683
	Represented by:							
	General Fund	81,250					81,250	103,614
	Designated Funds		11,878				11,878	20,574
	Restricted Funds			2,495			2,495	2,495
		81,250	11,878	2,495			95,623	126,683
	Debtors	350	-	-			350	986
		350	-	-			350	986
	LIABILITIES							
			-	-				-
		-	-	-			-	-
	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							
	Signed on their behalf by Mrs Ruby Froud Trustee							

	HUTTON AND SHENFIELD UNION CHURCH								

	NOTES TO THE ACCOUNTS	
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	FOR THE YEAR ENDED 31ST DECEMBER 2024	
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HUTTON AND SHENFIELD UNION CHURCH							
NOTES TO THE ACCOUNTS							
FOR THE YEAR ENDED 31ST DECEMBER 2024							
			Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total
				£	£	£	2024
							2023
							£
a) Costs of Charitable Activities (Continued)							
Costs of Charitable Activities B/f				74,996	18,744	2,701	96,441
Premises Costs							
Staff Employment Costs				19,641	-	-	19,641
Cottage Expenses				2,973	-	-	2,973
Copyright Licence				496	-	-	496
Electricity				9,080	-	-	9,080
Gas				14,047	-	-	14,047
Housekeeping				1,755	-	-	1,755
Inspection Certificates				5,540	-	-	5,540
Insurance				6,128	-	-	6,128
Kitchen Costs					-	-	-
Cleaning				3,200	-	-	3,200
Grounds maintenance & Garden Costs				2,955	-	-	2,955
Refuse Collection				1,048	-	-	1,048
Repairs & Maintenance				13,704	-	-	13,704
Hutton Mount Ltd					-	-	-
Equipment repairs					-	-	-
Equipment purchases				34,878	-	-	34,878
Water Rates				1,447	-	-	1,447
Ashton Bequest							-
Sundries				819			819
x				192,707	18,744	2,701	214,152
b) Governance Costs							
Bank Charges				495			495
Professional Fees					-	-	-
Audit & Accountancy Fees				1,085	-	-	1,085
				1,580	-	-	1,580
				194,287			173,464

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	HUTTON AND SHENFIELD UNION CHURCH							
	NOTES TO THE ACCOUNTS							
	FOR THE YEAR ENDED 31ST DECEMBER 2024							
	6. CASH AT BANK AND IN HAND		Unrestricted	Designated	Restricted			
			Funds	Funds	Funds	2024	2023	
			£	£	£		£	
	Nat West Current Account							
	- GENERAL		7,196			7,196	34,634	
	- CHARITY				2,495	2,495	2,495	
	- COMMUNITY AID							
	- DADS					-		
	- MINIBUS			3,929		3,929	3,339	
	=- PROPERTY IMPRVEMENT FUND			150		150	5,000	
	- RED BALLOON			5,467		5,467	5,283	
		Sub Total	7,196	9,545	2,495	19,236	50,750	
	NAT WEST COMMUNITY AID				-	-		
	NAT WEST LUNCH CLUB			158		158	404	
	NAT WEST WHO LET THE DADS OUT			682		682	5,128	
	COIF GENERAL FUND		74,054			74,054	62,247	
			-			-	6,734	
	COIF DEPOSIT MINIBUS			1,493		1,493	1,420	
						-		
			81,250	11,878	2,495	95,623	126,683	
	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.							
	8. STAFF COSTS AND NUMBERS							
			2024	2023	2022			
			£	£	£			
	Gross Wages and Salaries		48,834	15,906	21,184			
	National Insurance Costs	nil						
	Employer's Pension Contributions		4,010	2,097	293			
			52,844	18,003	21,477			
	There are two members of staff consisting of the Minister and the Office Manager. All are paid through the PAYE System.							
	No employee received emoluments in excess of £60,000.							

	HUTTON AND SHENFIELD UNION CHURCH							
	NOTES TO THE ACCOUNTS							
	FOR THE YEAR ENDED 31ST DECEMBER 2024							
	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 £900,000. 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. Contiuing 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. I life. In 2024 the contribution by the Church was £10.							