

HOPE CHURCH SEVENOAKS

Report and Accounts

year ended 31 December 2020

HOPE CHURCH SEVENOAKS
FOR THE YEAR ENDED 31 DECEMBER 2020
COMPANY INFORMATION

Directors / trustees	Chris Austen Steven Collins Jane East Ian Lettington Adam Northcroft Oluwafisayo Onagoruwa Nigel Parrington Stephen Wright	resigned 9 January 2020 appointed 21 October 2020 resigned 28 July 2020 appointed 26 June 2020 appointed 21 October 2020 appointed 28 July 2020 resigned 19 August 2020
Key staff	Ian Lettington Adam Northcroft	
Governing Document	Memorandum and Articles of Association dated November 2011	
Company Registration Number	07867586	
Charity Registration Number	1145667	
Registered Office and Principal Address	The Mill Lane Centre Mill Lane Sevenoaks Kent TN14 5AX	
Independent Examiner	Ajay Rajani FCIE Stewardship 1 Lamb's Passage London EC1Y 8AB	
Bankers	Barclays Bank PLC Leicester Leicestershire LE87 2BB	
Solicitors	Knocker & Foskett The Red House 50 High Street Sevenoaks Kent TN13 1JL	

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HOPE CHURCH SEVENOAKS
REPORT OF THE TRUSTEES AND DIRECTORS
YEAR ENDED 31 DECEMBER 2020

The trustees present their report and financial statements for the year ended 31 December 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the charity's memorandum and articles of association, the Companies Act 2006 and "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 (FRS 102)".

Objectives and activities

The charity's objects for the public benefit are to advance the Christian faith, in accordance with the Statement of Beliefs, in Sevenoaks, Kent, and in such other parts of the United Kingdom or world as the Charity in general meetings may from time-to-time think fit and to fulfil such other purposes which are exclusively charitable according to law of England and Wales and are connected with charitable work of the Charity. This can be summarised as follows:

- the advancement of the Christian Faith, be it in the United Kingdom or overseas.
- the promotion of missionary activity undertaken to spread the Christian faith.
- the relief of the poor, needy, sick and aged.
- the furtherance of education, be it religious or secular.

The trustees have paid due regard to the Charity Commission's guidance on public benefit in planning the charity's activities.

By its very nature the Christian Faith being rooted in the life and teachings of Jesus Christ has a strong positive influence through the Church into society. It remains extremely wide and powerful in its influence. The Christian faith brings a clear sense of meaning and purpose to life. The Christian faith helps and gives support to 'the poor' in its widest definition. It supports the essential societal foundational institutions of marriage and family, both in the promotion of and the engagement with marriage and family according to God's outstanding wisdom. The Christian faith expressed through charity helps those entering into marriage and parenting through advice, marriage/parenting preparation, personal example and marriage and parenting classes. The principled moral fabric provided by the Christian faith ensures a society that cares, values justice, treats all human life with dignity and kindness.

Hope Church upholds the aims and ethos of the Christian faith. Outside of the general benefits of the Christian faith to a society, Hope Church specifically benefits its local community in the following ways:

1. Walker's Rest – the church building is made available as a meeting place and opportunity for refreshments for the elderly and others that gather to walk to boost their health and ensure companionship. (until March due to Covid restrictions)

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REPORT OF THE TRUSTEES AND DIRECTORS CONTINUED
YEAR ENDED 31 DECEMBER 2020

2. Health Visitors' Clinic & Hope Café (until March due to Covid restrictions)

This weekly event supports the work of the Health Visitor Service by providing support staff and a venue (The Mill Lane Centre) without cost to the Service, so reducing pressure on NHS budgets. The initiative also enables the Health Visitors to achieve a key goal of increasing their connection with young mothers, while reducing the need for home visits. The Cafe provides a welcome break for busy new mums, enabling them to talk to Hope Church staff and connect with their local community, sometimes for the first time.

3. Crosslight – the debt charity is given monthly access to the church building in order to provide a drop-in Centre for anyone with debt or other financial worries. The facility is provided free of charge as their service furthers our charitable aims.

4. West Kent Extra - a weekly group for 8–12-year old's run by West Kent Housing Association is based in the church building. Backed by a range of social care providers, up to 20 children attend for social education and support. (until March due to Covid restrictions)

5. Foster Carers - the building is made available for a training day and support group for foster parents.

6. West Kent Health Visitors - one-to-one appointments, training and information day.

7. Christmas Hampers – Gifts given by the church to a range of families who are struggling financially.

8. Breast Feeding support group – the church provides a facility for this weekly group that provides support for mothers struggling to feed their new-born babies. (this group stopped meeting after March due to the Covid restrictions).

9. Food Bank Aid – food was gathered by the church for the Loaves & Fishes and Trinity School food banks.

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HOPE CHURCH SEVENOAKS
REPORT OF THE TRUSTEES AND DIRECTORS CONTINUED
YEAR ENDED 31 DECEMBER 2020

Achievements and performance

The Vision and Mission for 2020 was set out at the beginning of the year and was - 'Doing Church Bigger.' Under this banner the following things were achieved:

- Considerable progress on a planning application to improve the church building – we consulted our neighbours, commissioned surveys and plans and our application was submitted and approved.
- The Understanding Emotional Health seminar was hosted at the church for the second time.
- Christmas hampers were given to families in need.
- Education for five Ugandan kids was provided through sponsorship of the African charity World Shine Foundation.
- New mid-week small groups were created called Connect Group with new leaders identified and trained

In addition to these activities, throughout the year, Hope Church has focused time and resources on the following:

1.Alpha - a series of seminars and discussion groups for Christians and non-Christians, which includes meals and special days. Due to the Covid restrictions this was transferred to zoom and other forms of media. A number of people attended and committed their life to Jesus.

2.Hope Kids (0–11-year old's) - a weekly extension of church for church member's children and visitors. An online programme was development due to the Covid restrictions.

3.Ignite (youth work for 11–18-year old's) - weekly and monthly meetings and activities for young people designed to encourage them on their journey to faith and living a dynamic faith-filled life.–The youth work began meeting online due to Covid restrictions.

4.Small Groups:

- Life Groups - a bi-weekly meeting of between 4-6 church members for prayer, fellowship and mutual support. This was undertaken by zoom and telephone contact
- Connect Groups - weekly/bi-weekly for church members to study and pray together. This was an important factor in maintaining contact with members during the period of lockdown as well as addressing issues of isolation and loneliness.

HOPE CHURCH SEVENOAKS
REPORT OF THE TRUSTEES AND DIRECTORS CONTINUED
YEAR ENDED 31 DECEMBER 2020

5.Social events and meals - the church continued providing a variety of social activities to encourage a sense of community in the church and the wider town. These were held online and included a Murder Mystery Night and a Quiz Night. The only live event was the Ladies Breakfast which was held before Covid restriction came into force.

6.Prayer - a monthly prayer meeting on a Tuesday evening and weekly prayer meetings on Wednesday were held throughout 2020. (again, online due to restrictions)

7.Health Visitors Clinic and Hope Café - details outlined above.

8.Sunday mornings worship and teaching - the church has continued to hold regular Sunday services and mid-week meetings for church members although anyone is welcome to attend. Risk Assessments were undertaken during the two phases of lockdown to ensure meetings could continue when government regulations allowed such gatherings. All services were held online after the March restrictions came into place.

Plans for the future

The charity intends to continue to develop its principal activities and to progress its plans to improve the church building.

Financial review

The charity derives the majority of its income from voluntary donations and associated income tax recovery from “gift aid” donations. These donations are usually on a monthly basis over the course of the year; however, the charity does receive certain “one off” donations. The principal areas of expenditure are salaries and related staff costs and the running costs of the church premises.

HOPE CHURCH SEVENOAKS
REPORT OF THE TRUSTEES AND DIRECTORS CONTINUED
YEAR ENDED 31 DECEMBER 2020

During the year:

- there was a deficit of income over expenditure of £21,268 (2019: surplus £63,304) on unrestricted funds and the charity's unrestricted net assets decreased by that amount to £1,312,992. The charity's unrestricted net current assets (which is a measure of the charity's working capital) have decreased by £1,812 to £189,584.
- there was a deficit of income over expenditure of £4,586 (2019: deficit £5,764) on unrestricted funds and the charity's restricted net assets decreased by that amount to £5,801.

Reserves Policy

It is the policy of the charity that unrestricted, undesignated cash should be maintained at a level equivalent to at least two months unrestricted expenditure, being approximately £45,000. 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 continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised. The charity ended the year with unrestricted, undesignated cash of £160,759 and the trustees are satisfied that the charity is complying with its reserves policy.

Risk Statement

The trustees have assessed the major risks to which the charity is exposed at various trustees' meetings, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The Charity is a company limited by guarantee governed by memorandum and articles of association. The trustees, who are also the directors for the purpose of company law, and who have served since the previous balance sheet date are named on page 1, 'Company Information'.

Trustees are appointed and removed by Members who are the Trustees of the church. Trustees may appoint new trustees however they must resign and be re-appointed at the next Annual General Meeting (AGM). Elders and existing trustees ensure that new trustees are aware of their legal obligations under charity law together with the operations of the charity.

The trustees have overall legal, financial and management responsibility and meet regularly throughout the year. A largely separate ministry team is led by Adam Northcroft. This team includes Elders and had overall responsibility for spiritual leadership and for the day to day running of the church.

The church is affiliated to "New Ground", which is a group of churches across the UK and Europe related to the New Frontiers family of churches.

HOPE CHURCH SEVENOAKS
REPORT OF THE TRUSTEES AND DIRECTORS CONTINUED YEAR
ENDED 31 DECEMBER 2020

Covid-19

In March 2020 the charity took steps (in line with government advice) to help contain the outbreak of Covid-19. This included the temporary suspension of all physical gatherings and the charity has had to curtail, or change, how it operates; the charity has been able to continue some of its activities using on-line media. The trustees are monitoring income and expenditure and, if it becomes necessary, will take measures to mitigate the impact of Covid-19 on the charity's unrestricted cash.

Statement of Trustees' Responsibilities

The trustees, who are also the directors of Hope Church Sevenoaks for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company Law 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

Approval

This report, which has been prepared in accordance with the provisions of the Companies Act 2006 relating to small companies, was approved by the trustees on 29th July 2021 and signed on their behalf by:

Steven Collins
Chair of Trustees

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HOPE CHURCH SEVENOAKS ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020 on pages 9 to 19 following, which have been prepared on the basis of the accounting policies set out on pages 11 and 12.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Ajay Rajani FCIE
Fellow of the Association of Charity Independent Examiners
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

3 September 2021

HOPE CHURCH SEVENOAKS

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	234,364	7,345	241,709	362,949
Charitable activities		8,611	-	8,611	22,014
Interest receivable		-	-	-	40
Total income and endowments		<u>242,975</u>	<u>7,345</u>	<u>250,320</u>	<u>385,003</u>
EXPENDITURE ON:					
Charitable activities:	4	264,243	11,931	276,174	327,463
Total expenditure		<u>264,243</u>	<u>11,931</u>	<u>276,174</u>	<u>327,463</u>
Net income / (expenditure)		<u>(21,268)</u>	<u>(4,586)</u>	<u>(25,854)</u>	<u>57,540</u>
Transfers between funds	11	-	-	-	-
Net movement in funds		<u>(21,268)</u>	<u>(4,586)</u>	<u>(25,854)</u>	<u>57,540</u>
Reconciliation of funds:					
Total funds brought forward		1,334,260	10,387	1,344,647	1,287,107
Total funds carried forward	11	<u>1,312,992</u>	<u>5,801</u>	<u>1,318,793</u>	<u>1,344,647</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing operations.

The statement of financial activities also complies with the requirements for an income and expenditure account required by the Companies Act 2006.

The notes on page 11-19 form part of these accounts.

HOPE CHURCH SEVENOAKS

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
FIXED ASSETS					
Tangible assets	6	<u>1,123,408</u>	<u>-</u>	<u>1,123,408</u>	<u>1,147,746</u>
CURRENT ASSETS					
Debtors	7	9,521	25	9,546	14,710
Cash at bank and in hand	8	<u>189,548</u>	<u>5,776</u>	<u>195,324</u>	<u>199,524</u>
		199,069	5,801	204,870	214,234
CREDITORS: Amounts falling due within one year					
	9	9,485	-	9,485	17,333
Net current assets		<u>189,584</u>	<u>5,801</u>	<u>195,385</u>	<u>196,901</u>
TOTAL NET ASSETS		<u>1,312,992</u>	<u>5,801</u>	<u>1,318,793</u>	<u>1,344,647</u>
FUND BALANCES					
Unrestricted Funds	11				
General funds		1,268,826	-	1,268,826	1,280,265
Designated funds		<u>44,166</u>	<u>-</u>	<u>44,166</u>	<u>53,995</u>
		1,312,992	-	1,312,992	1,334,260
Restricted Funds		<u>-</u>	<u>5,801</u>	<u>5,801</u>	<u>10,387</u>
		<u>1,312,992</u>	<u>5,801</u>	<u>1,318,793</u>	<u>1,344,647</u>

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

The members have not required the 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 however, in accordance with Section 145 of the Charities Act 2011, the accounts have been examined by an independent examiner and their report has been included in these financial statements.

The directors (who are the charitable company's trustees for the purposes of charity law) acknowledge their responsibilities for:

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

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

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

Ian Lettington
Trustee

Date: 29 July 2021

Company number: 07867586

Charity number: 1145667

The notes on page 11-19 form part of these accounts.

HOPE CHURCH SEVENOAKS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1 Statutory Information

The charity is a charitable company limited by guarantee and is incorporated in the United Kingdom. The company's registered number and registered office address can be found on the Company Information page.

2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention.

These financial statements have been prepared in accordance with the "Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) ("the Charities SORP"), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102"), with the Companies Act 2006 and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The principles adopted in the preparation of the financial statements are set out below.

a) Going concern

The trustees (who are the charitable company's directors for the purposes of company law) have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the trustees have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

b) Income

Income including investment income is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part, income is generally recognised when it is received. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations and legacies includes recoverable gift aid, which is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.

Income from charitable activities comprises income from events and courses organised by the church and from letting the church building for activities that benefit the local community.

The charity relies on volunteers to carry out many of its activities. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.

c) Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

HOPE CHURCH SEVENOAKS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

c) Expenditure continued

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

d) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

e) Tangible fixed assets

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £500 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Land and buildings	Land, which was valued on 30 April 2012 at £400,000, is not depreciated. Buildings are depreciated over 50 years after taking account of the building's residual value.
Equipment	Over 3 to 7 years

The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

f) Retirement benefits

The charity operates defined contribution pension scheme for its employees. Obligations for contributions to this scheme are recognised as an expense when the liability arises. The assets of this scheme are held separately from those of the charity in independently administered funds.

g) Taxation

The company is a registered charity; it has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

h) Financial instruments

The charity's financial assets and financial liabilities all qualify as basic financial instruments, as defined by FRS102. Creditors and debtors are measured at their expected settlement value (normally the amount of cash that the charity expects to pay or receive). Cash and cash equivalents include cash in hand and deposits held at call with banks.

i) Exemption from preparing a cashflow statement

The charity has taken advantage of an exemption conferred by the Charities SORP and has not prepared a cash flow statement.

j) Critical accounting estimates and areas of judgement

In preparing these financial statements certain judgements, estimates and assumptions have been made that affect the depreciation charged in these financial statements. The annual depreciation charge for property, plant and equipment is sensitive to changes in the estimates for useful economic life and residual value. These estimates are reassessed annually and, when necessary, adjusted to reflect current circumstances.

HOPE CHURCH SEVENOAKS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

3 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Donations and related gift aid	<u>234,364</u>	<u>7,345</u>	<u>241,709</u>	<u>362,949</u>

4 Charitable expenditure

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
a Costs incurred directly on specific activities				
Staff costs	127,173	-	127,173	120,131
Depreciation and impairment	32,409	4,882	37,291	39,493
Premises costs	25,991	-	25,991	32,189
Building projects	4,419	-	4,419	11,642
Church events and other ministry expenses	2,459	-	2,459	18,698
Children and youth work	5,428	-	5,428	11,779
Evangelism	938	-	938	2,640
Leaders expenses and training	1,145	-	1,145	4,396
Music expenses and repairs	2,384	-	2,384	1,687
Gifts for visiting speakers	100	-	100	450
Insurance	<u>3,212</u>	<u>-</u>	<u>3,212</u>	<u>2,738</u>
	205,658	4,882	210,540	245,843
Grants (see note 4c)	<u>22,380</u>	<u>7,049</u>	<u>29,429</u>	<u>43,662</u>
	<u>228,038</u>	<u>11,931</u>	<u>239,969</u>	<u>289,505</u>
b Costs incurred on support & administration				
Governance costs				
Fee for examining the accounts	1,560	-	1,560	1,560
Staff costs	21,413	-	21,413	18,840
Administrative expenses	<u>13,232</u>	<u>-</u>	<u>13,232</u>	<u>17,558</u>
	<u>36,205</u>	<u>-</u>	<u>36,205</u>	<u>37,958</u>
Total expenditure	<u>264,243</u>	<u>11,931</u>	<u>276,174</u>	<u>327,463</u>

In addition to the fees payable for the preparation and examination of the 2020 accounts, the charity paid £884 (2019: £792) to Stewardship for payroll bureau and consultancy services.

c Grants payable

	Institutions £	Individuals £	2020 £
Grants for UK and overseas mission	16,468	7,200	23,668
Grants to assist those in poverty or in crisis	<u>4,994</u>	<u>767</u>	<u>5,761</u>
	<u>21,462</u>	<u>7,967</u>	<u>29,429</u>

HOPE CHURCH SEVENOAKS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

4c Grants payable continued

The comparatives for the previous year are as follows:

	Institutions	Individuals	2019
	£	£	£
Grants for UK and overseas mission	20,700	17,000	37,700
Grants to assist those in poverty or in crisis	1,800	4,162	5,962
	<u>22,500</u>	<u>21,162</u>	<u>43,662</u>

The charity's principal grants to institutions comprised:

	2020	2019
	£	£
New Ground Churches	16,074	20,700
Trinity School Chapel	3,088	-
World Shine Foundation	1,800	1,800
Small grants to other institutions	500	-
	<u>21,462</u>	<u>22,500</u>

5 Analysis of staff costs, the cost of key management personnel and trustee remuneration

	2020	2019
	£	£
Gross wages and salaries	132,537	123,116
Social security	10,399	9,738
Pension costs	3,827	3,098
Other employment costs	1,823	3,019
	<u>148,586</u>	<u>138,971</u>

Most of the charity's activities are carried out by volunteers. The average monthly number of employees during the year was:

	2020	2019
	Number	Number
Ministerial staff	3	2
Administrative support staff	1	1
	<u>4</u>	<u>3</u>

No staff received salaries at a rate of more than £60,000 per annum. Most of the charity's activities are carried out by volunteers.

The charity's key management comprise the trustees and the key staff named on the Company Information page. Total employment benefits payable to key management for the year were as follows:

	Wages & salaries	Employer pension contributions	2020
			£
Adam Northcroft, who is a trustee	56,500	1,695	58,195
Ian Lettington, who is a trustee	51,200	1,536	52,736
			<u>110,931</u>

HOPE CHURCH SEVENOAKS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

5 Analysis of staff costs continued

The following amounts were charged in the previous year:

	Wages & salaries	Employer pension contributions	2019 £
Adam Northcroft, who is a trustee	55,587	1,475	57,062
Jane East, who is a trustee	6,615	-	6,615
Other members of key management			53,147
			<u>116,824</u>

Both Adam Northcroft and Ian Lettington were employed to serve as a church leaders. They received the above payments for serving in those capacities, not for serving as trustees; these payments are permitted by the charity's governing document.

6 Tangible fixed assets

	Land and buildings £	Fixtures, fittings and equipment £	Total 2020 £
Cost			
At 1 January 2020	1,250,000	127,532	1,377,532
Additions	-	12,954	12,954
At 31 December 2020	<u>1,250,000</u>	<u>140,486</u>	<u>1,390,486</u>
Accumulated depreciation			
At 1 January 2020	130,333	99,453	229,786
Charge for the year	<u>17,000</u>	<u>20,292</u>	<u>37,292</u>
At 31 December 2020	<u>147,333</u>	<u>119,745</u>	<u>267,078</u>
Net book value			
At 31 December 2020	<u>1,102,667</u>	<u>20,741</u>	<u>1,123,408</u>
At 31 December 2019	<u>1,119,667</u>	<u>28,079</u>	<u>1,147,746</u>

Land and buildings comprises a freehold property transferred from Sevenoaks Town Church charitable trust (STC) to Hope Church Sevenoaks (HCS) on 30 April 2012 when HCS commenced its activities. The market value at that date was estimated by the trustees to be £1,250,000.

7 Debtors

	2020 £	2019 £
Tax recoverable	2,660	4,143
Other debtors	3,757	6,023
Prepayments and accrued income	<u>3,129</u>	<u>4,544</u>
	<u>9,546</u>	<u>14,710</u>

HOPE CHURCH SEVENOAKS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

8 Cash at Bank and in Hand

	2020	2019
	£	£
Cash at bank with immediate access	195,164	199,365
Petty cash	160	159
	<u>195,324</u>	<u>199,524</u>

9 Creditors: liabilities falling due within one year

	2020	2019
	£	£
Trade creditors	1,998	3,174
Taxation and social security	3,757	3,444
Other creditors	760	705
Accruals	2,970	5,010
Grant obligations	-	5,000
	<u>9,485</u>	<u>17,333</u>

10 Pension commitments

During the year employer's pension contributions totalling £3,827 (2019: £3,098) were payable to defined contribution personal pension schemes. At the balance sheet date pension contributions totalling £760 (2019: £705) were owed.

11 Funds

During the year the movements in the charity's funds were as follows:

	Opening balance 2020 £	Incoming resources 2020 £	Outgoing resources 2020 £	Transfers in the year 2020 £	Closing balance 2020 £
<i>Designated Funds</i>					
Vision and Mission fund	5,930	-	(5,537)	-	393
Building fund	9,235	-	(3,078)	-	6,157
Savings	38,830	-	(4,214)	3,000	37,616
	<u>53,995</u>	<u>-</u>	<u>(12,829)</u>	<u>3,000</u>	<u>44,166</u>
<i>General Unrestricted Funds</i>	1,280,265	242,975	(251,414)	(3,000)	1,268,826
Total Unrestricted Funds	<u>1,334,260</u>	<u>242,975</u>	<u>(264,243)</u>	<u>-</u>	<u>1,312,992</u>
<i>Restricted Funds</i>					
Help fund	5,505	1,663	(1,367)	-	5,801
Building Refurbishment fund	4,882	-	(4,882)	-	-
Covid Support fund	-	2,594	(2,594)	-	-
Trinity School Chapel fund	-	3,088	(3,088)	-	-
	<u>10,387</u>	<u>7,345</u>	<u>(11,932)</u>	<u>-</u>	<u>5,801</u>
Aggregate of funds	<u>1,344,647</u>	<u>250,320</u>	<u>(276,175)</u>	<u>-</u>	<u>1,318,793</u>

HOPE CHURCH SEVENOAKS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

11 Funds continued

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>		Restricted	
	General	Designated	funds	2020
	funds	funds		
	£	£	£	£
Fixed assets	1,108,030	15,378	-	1,123,408
Debtors	9,521	-	25	9,546
Cash at bank and in hand	160,759	28,788	5,776	195,324
Current liabilities	(9,485)	-	-	(9,485)
	<u>1,268,826</u>	<u>44,166</u>	<u>5,801</u>	<u>1,318,793</u>

In the previous year the movements in the charity's funds were as follows:

	Opening	Incoming	Outgoing	Transfers	Closing
	balance	resources	resources	in the year	balance
	2019	2019	2019	2019	2019
	£	£	£	£	£
<i>Designated Funds</i>					
Vision and Mission fund	11,467	-	(5,537)	-	5,930
Building fund	22,653	440	(13,478)	(380)	9,235
Savings	-	-	-	38,830	38,830
	<u>34,120</u>	<u>440</u>	<u>(19,015)</u>	<u>38,450</u>	<u>53,995</u>
<i>General Unrestricted Funds</i>	1,236,836	360,588	(278,709)	(38,450)	1,280,265
Total Unrestricted Funds	<u>1,270,956</u>	<u>361,028</u>	<u>(297,724)</u>	<u>-</u>	<u>1,334,260</u>
<i>Restricted Funds</i>					
Help fund	2,014	11,115	(7,624)	-	5,505
World Shine Foundation fund	137	10	(147)	-	-
Building Refurbishment fund	14,000	-	(9,118)	-	4,882
Missionary support fund	-	12,850	(12,850)	-	-
	<u>16,151</u>	<u>23,975</u>	<u>(29,739)</u>	<u>-</u>	<u>10,387</u>
Aggregate of funds	<u>1,287,107</u>	<u>385,003</u>	<u>(327,463)</u>	<u>-</u>	<u>1,344,647</u>

Analysis of net assets by fund

In the previous year the assets and liabilities of the various funds were as follows:

	<u>Unrestricted funds</u>		Restricted	
	General	Designated	funds	2019
	funds	funds		
	£	£	£	£
Fixed assets	1,127,699	15,165	4,882	1,147,746
Debtors	13,460	-	1,250	14,710
Cash at bank and in hand	151,439	38,830	9,255	199,524
Current liabilities	(12,333)	-	(5,000)	(17,333)
	<u>1,280,265</u>	<u>53,995</u>	<u>10,387</u>	<u>1,344,647</u>

HOPE CHURCH SEVENOAKS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

11 Funds continued

Designated funds

Vision and Mission fund: these funds were set aside by the trustees for the purpose of refurbishing the crèche area and improving communications and advertising.

Building fund: these funds were set aside by the trustees for the purpose of maintaining and improving the building.

Savings fund: during the year £38,830 was transferred from unrestricted general funds to this new designated fund; these funds have been set aside for various infrastructure projects, including the replacement of boilers.

Restricted funds

The **Help** fund represents donations received for to help those in poverty or in crisis.

The **World Shine Foundation** fund represents donations received to help support a ministry that provides education to children living in poverty in Uganda

The **Building Refurbishment** fund represents donations received to help finance repairs and improvements to the church premises.

The **Missionary Support** fund represents donations received to help support missionaries and Christian workers.

The **Covid Support** fund represents donations received to help relieve poverty caused by the Covid pandemic.

The **Trinity School Chapel** fund represents donations received to assist the local Trinity School establish a chapel for use by students and teachers.

12 Transactions with related parties

During the year the charity:

- a) received donations totalling £11,745 (2019: £32,732) from related parties (which includes trustees, key management and anyone closely connected to them).
- b) one (2019: three) trustee and his wife were reimbursed a total of £31 (2019: £590) for travelling expenses and £214 (2019: £1,209) for conference and training expenses.

Except as disclosed in note 5 'Analysis of staff costs', there have been no other transactions with related parties during the year.

13 Members

Each member of the company commits to contribute if the charity is wound up an amount of £10.

HOPE CHURCH SEVENOAKS
DETAILED STATEMENT OF FINANCIAL ACTIVITIES WITH COMPARATIVES
FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted Funds - General		Unrestricted Funds - Designated		Restricted Funds		Total Funds	Total Funds
		2020	2019	2020	2019	2020	2019	2020	2019
	Note	£	£	£	£	£	£	£	£
INCOME AND ENDOWMENTS FROM:									
Donations and legacies	3	234,364	338,534	-	440	7,345	23,975	241,709	362,949
Charitable activities		8,611	22,014	-	-	-	-	8,611	22,014
Interest receivable		-	40	-	-	-	-	-	40
Total income and endowments		242,975	360,588	-	440	7,345	23,975	250,320	385,003
EXPENDITURE ON:									
Charitable activities	4	251,414	278,709	12,829	19,015	11,931	29,739	276,174	327,463
Total Expenditure		251,414	278,709	12,829	19,015	11,931	29,739	276,174	327,463
Net income/(expenditure)		(8,439)	81,879	(12,829)	(18,575)	(4,586)	(5,764)	(25,854)	57,540
Transfers between funds	11	(3,000)	(38,450)	3,000	38,450	-	-	-	-
Net movement in funds		(11,439)	43,429	(9,829)	19,875	(4,586)	(5,764)	(25,854)	57,540
Reconciliation of funds:									
Total funds brought forward		1,280,265	1,236,836	53,995	34,120	10,387	16,151	1,344,647	1,287,107
Total funds carried forward	11	1,268,826	1,280,265	44,166	53,995	5,801	10,387	1,318,793	1,344,647