



## Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day 1 <sup>st</sup>	Month January	Year 2020	<b>To</b>	Day 31 <sup>st</sup>	Month December	Year 2020

### Section A Reference and administration details

<b>Charity name</b>	UNITY CHURCH ORPINGTON
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1151334
<b>Charity's principal address</b>	RYE CRESCENT ORPINGTON
<b>Postcode</b>	BR5 4NH

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	RAYMOND BELL	CHAIR of Directors	1 <sup>st</sup> Jan to 1 <sup>st</sup> April 2020	
2	PETER PRICE	Director		
3	LYDIA TAYLOR-DOWN	Director		
4	NEIL MALTMAN	Director		Unity Church Members
5	PETER BELL	CHAIR of Directors	1 <sup>st</sup> April to 31 <sup>st</sup> December	Unity Church Members

#### Name of chief executive or names of senior staff members (Optional information)

Peter Bell
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### Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Articles of Association
How the charity is constituted (eg. trust, association, company)	Charitable Company
Trustee selection methods (eg. appointed by, elected by)	Elected by Members

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Unity Church is mission initiative commenced June 2012, supported by two partner churches, Christ Church (Orpington) and Hope Church (Bromley & Orpington). The church building is owned by the Diocese of Rochester and is in the parish of All Saints. The Church operates under a Mission Order from the Bishop of Rochester.

A Management Board, currently comprising Rev Dr Sharon Smith (Christ Church), Trevor Payne (Hope Church), and David Bell oversee the mission initiative.

David Bell is employed as minister of Unity Church and responsible for day to day running.

A significant number of volunteer members of the church lead, sustain and develop ministries and activities of the church.

The Trustee Directors are responsible to ensure the charity complies with all applicable regulations. They are also responsible for monitoring risk and a Risk Register has been compiled and will be reviewed at least annually. All major insurable risks are subject to normal church and employers' insurance.

**Summary of the objects of the charity set out in its governing document**

To advance the Christian faith for the benefit of the public in Orpington, Kent and in such other parts of the United Kingdom or the world as the Trustees of the charity may from time to time think fit in accordance with the Statement of Beliefs.

In furtherance of these objects the charity operates a church in the local area offering a range of activities and pastoral support to both church members and the wider community. When considering the aims, objectives and activities run by the charity, the trustees have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

**Regular activities undertaken by Unity Church include:**

\* Weekly services of worship, open to all. During the three Covid lockdowns our premises were closed and our services went online.

\* Home Groups to explore the Bible and pray together met for a good portion of the year when the Covid Tiering allowed.

\* Support of a Foodbank, offering emergency provision to individuals and families in need.

\* Twice weekly community food share distribution from the premises to 25 to 45 people representing 30 to 60 households consisting of 80 to 160 householders for each distribution.

**The following regular activities have been restricted or closed this year due to Covid 19:**

\* Crèche, children and youth groups on Sundays.

\* A monthly café offering refreshments, friendship and activities for those aged 50 and over

\* A Better Together 40 days of Community study groups offering friendship and opportunity to explore and develop Christian faith.

\* Pulse, an evening youth club.

\* Occasional activities undertaken in conjunction with other Orpington churches

\* Job Club, under the auspices of Christians Against Poverty, and with financial and personnel support from other Orpington churches.

**The church provided facilities and support for local community groups:**

\* Avalon Preschool was operating five mornings a week up to March 2020. This closed after March.

\* Tintagel Ladies Group, one afternoon a week

\* Conditioned Fitness, personal trainer, three sessions a week.

\* Weekly meetings of youth uniformed organisations. These groups closed at the end of 2020.

\* Ad-hoc use of premises for children's parties

\* Weekly evening meeting for members of a central London church living locally

The hire fees are kept at a very reasonable rate for the good of the community.

However, all hall hiring has been restricted this year due to Covid 19 and most of these groups have not met after March.

All our larger community events that we normally would run during the year were not able to be held due to the Covid 19 situation.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Summary of the main achievements of the charity during the year****Policy reviews and updates.**

During the year, we reviewed/produced:

- Fire Risk Assessment reviewed and updated Dec 2020
- PAT Testing carried out June 2020
- Risk Register reviewed and updated May 2020
- Ministerial review completed Feb 2020
- Internal Financial Controls Recording reviewed and updated Dec 2020
- Fire evacuation routes plan reviewed Jan 2020
- Health and Safety Policy reviewed Oct 2020
- GDPR Personal Data usage reviewed Dec 2020
- Bank business card policy created June 2020

**Building Improvements:**

\*We installed double-glazed UPVC windows and panels to the rear of the building and to the new lounge

\*We installed a new floor and carpet to the main hall

\*We decorated all internal doors and the front stage area

\*We made the premises Covid 19 safe with installation of hand sanitisers, signage, social distance marking etc.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The reserves policy of the charity is to maintain a minimum of two months expenditure on salaries, running and maintenance costs, which would amount to approximately £10,000. Unrestricted reserves on the General Fund amounted to £35,658 at the end of the year.

### Details of any funds materially in deficit

NONE

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charity's principal source of funding comes from regular donations from members and the offerings taking at Sunday services. This is supplemented by income from lettings. During the year, we also obtained some grants towards building improvements and youth work

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*PABell.*

Full name(s)

Peter Alan Bell

Position (e.g. Secretary, Chair, etc)

Chair

Date

18<sup>th</sup> February 2021

# Statement of Financial Activities

Accounting period 01/01/20 to 31/12/20

Unity Church, Orpington

Charity Number: 1151334

	Unrestricted	Restricted	Total	Total 2019
	£	£	£	£
<b>Incoming resources</b>				
Donations and Grants (1)	47046	270	47316	53858
Tax Refund	11093	0	11093	12237
Lettings	3183	0	3183	8218
Job Club	0	303	303	3129
Fusion	0	757	757	0
Other	731	0	731	13560
Building Fund	0	8956	8956	0
Community Garden	0	1294	1294	0
Bank Interest	38	0	38	52
<b>Total incoming resources</b>	<b>62091</b>	<b>11580</b>	<b>73671</b>	<b>91054</b>
<b>Resources Expended</b>				
Salaries, pension contribution & NI	39374	0	39374	36988
Cleaner	539	0	539	1365
Running expenses (2)	9123	0	9123	12318
Grounds	980	0	980	2352
Building maintenance	5500	8122	13622	30164
Equipment purchased	1509	250	1759	619
Pastor expenses	1818	0	1818	1233
Children/Kids	72	0	72	940
Pulse	671	0	671	3928
Training	0	0	0	922
Job Club	0	1175	1175	2969
Donations to charitable causes (3)	4520	0	4520	5430
Miscellaneous cash expenditure	18	0	18	15
Fusion	0	757	757	0
Community Garden	0	1035	1035	0
Outreach	527	0	527	1099
<b>Total resources expended</b>	<b>64651</b>	<b>11339</b>	<b>75990</b>	<b>100342</b>
<b>Net incoming resources</b>	<b>(2560)</b>	<b>241</b>	<b>(2319)</b>	<b>(9288)</b>
<b>Total funds brought forward</b>	<b>38218</b>	<b>3084</b>	<b>41302</b>	<b>50590</b>
<b>Total funds carried forward (4)</b>	<b>35658</b>	<b>3325</b>	<b>38983</b>	<b>41302</b>

## Balance Sheet

### Current Assets

Cash at bank and in hand 38983

<b>Total Assets</b>	<b>38983</b>
<b><i>Represented by</i></b>	
General Fund	35904
Building Repair Fund	3079
<b>Total Funds</b>	<b>38983</b>

### Notes to accounts

- Donations and grants include:
 

-offerings	£1851 (£140 of which is restricted)
-regular gifts	£44364
-grants	£970

The income for Building Fund includes 2 grants of £2,000 and £3,000.
- Running expenses include gas, electric, waste disposal, boiler maintenance and inspection/replacement of fire protection equipment.
- Donations to charitable causes includes £2400 to Regions Beyond, £1,200 to Release International and £720 to Starfish Malawi.
- Restricted funds of £3325, to be carried forward into 2021, to be used as follows :-
 

£2212 for Job Club, £259 for Community Garden, £20 for Outreach, £834 for Building

### Basis of preparation

These accounts have been prepared on an historic cost basis in accordance with the Financial Reporting Standards for Small Enterprises in Charity Commission Statement of Recommended Practice.

### Accounting Policies

- Incoming resources are included in the SoFA when received.
- Grants and donations are included in the SoFA when the charity has unconditional entitlement to the resources.
- Incoming resources from tax reclaims are included in the SoFA at the time of receipt by the charity.
- Any capitalised expenditure is depreciated over 4 years.

### Trustee expenses

No expenses were paid to trustees.

### Staff Costs

Gross wages, salaries and benefits in kind	£35,400
Employer's National Insurance costs	£488
(after deduction of Employment Allowance totalling £4,000)	
Pension costs	£3,540

### Employees

Minister (full-time)

### Defined contribution Pension Scheme

10% of the minister's salary was paid to Legal and General





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Unity Church Orpington

On accounts for the year  
ended

31 December 2020

Charity no  
(if any)

1151334

Set out on pages

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the 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**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Tanya Wardley*

Date:

7/2/21

Name:

TANYA WARDLEY

Relevant professional  
qualification(s) or body  
(if any):

ASSOCIATION OF ACCOUNTING TECHNICIANS  
(CAAT)

Address:

13 RINGMER WAY  
BRAMLEY  
BRI 2TY

## Section B

## Disclosure

Only complete if the examiner needs to highlight material problems.