



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	1 st	January	2021		31 st	December	2021

Section A Reference and administration details

Charity name	UNITY CHURCH ORPINGTON				
Other names charity is known by					
Registered charity number (if any)	1151334				
Charity's principal address	RYE CRESCENT ORPINGTON <table border="1"> <tr> <td>Postcode</td> <td>BR5 4NH</td> </tr> </table>			Postcode	BR5 4NH
Postcode	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	PETER PRICE	Director		Unity Church Members
2	LYDIA TAYLOR-DOWN	Director		Unity Church Members
3	NEIL MALTMAN	Director		Unity Church Members
4	PETER BELL	CHAIR of Directors		Unity Church Members
5				

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

Peter Bell

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.

The church is affiliated to the Regions Beyond group of churches. Church leaders from the group will meet on occasions during the year to encourage, support and pray for each other.

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 is reviewed at least annually. All major insurable risks are covered by a bespoke church insurance policy including building, contents and liability sections.

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 Covid lockdown in early 2021 our premises were closed, and our services went online. When we returned to the premises, we have continued our on-line streaming.

* Small Groups to explore the Bible, discuss various topics and pray together met in the church when Covid restrictions allowed.

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

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

* Community Garden began in April and has provided a space for the community to be engaged in gardening skills, growing vegetables that are given to the community. It is also a place to meet and chat with each other. There was an opportunity for some woodwork skills to be learnt by some of those who are involved with the garden, as the planters and benches were constructed.

* Men Utd restarted in September to engage with men from the church and community. Monthly social events at the church have been run for approx. 18 men.

Regular weekday activities have been restricted due to Covid-19, but we have run:

* Crèche, children, and youth groups on Sundays towards the end of the year.

* Two different Community study groups offering friendship and opportunity to explore and develop Christian faith.

* Midweek online small group sessions were also held for those unable to attend at church.

* 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. This gives help to those who are out of work to write CV's and learn interview techniques. One to one coaching is provided.

* Life Skills course, under the auspices of Christians Against Poverty, helping people to know how to plan and budget better.

The church provided facilities and support for local community groups:

* Tintagel Ladies Group, one afternoon a week.

* Conditioned Fitness, personal trainer sessions during various days in the week.

* Ad-hoc use of premises for children's parties for those connected with the church.

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.

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, but we did have a Bonfire and BBQ event in November.

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:

- Equal Opportunities policy reviewed Jan 2021
- Whistleblowing policy reviewed Jan 2021
- Fire evacuation routes plan reviewed Jan 2021
- Working at Height policy reviewed March 2021
- Ministerial review completed June 2021
- Bank business card policy reviewed August 2021
- PAT Testing carried out August 2021
- Fire Risk Assessment reviewed and updated Dec 2020
- Risk Register reviewed and updated Sept 2021
- Anti-Bribery Policy reviewed Oct 2021
- Health and Safety Policy reviewed Oct 2021
- Internal Financial Controls Recording reviewed and updated Nov 2021
- GDPR Personal Data usage reviewed Dec 2021
- Lone Working Policy reviewed Dec 2021
- Safeguarding policy and procedures reviewed and updated Dec 2021

Building Improvements:

- *We refurbished the side hall and installed a walk-in store cupboard. This hall will be the basis of the new Get Active fitness programme.
- *We changed a storeroom into a small lounge.
- *We decorated the Ladies toilets and installed new taps and tiles.
- *We continued to make the premises Covid-19 safe.
- *We replaced the external pathway along the front of the building and installed a ramp to the fire exit.
- *We replaced the external kitchen door.

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 £34,708 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

21st February 2022

Statement of Financial Activities

Accounting period 01/01/21 to 31/12/21

Unity Church, Orpington

Charity Number: 1151334

	Unrestricted	Restricted	Total	Total 2020
	£	£	£	£
Incoming resources				
Donations and Grants (1)	52330	444	52774	47316
Tax Refund	13654	0	13654	11093
Lettings	3280	0	3280	3183
Job Club	0	400	400	303
Life Skills	0	250	250	0
Fusion	0	0	0	757
Other	158	0	158	731
Building Fund	380	12666	13046	8956
Get Active	0	6000	6000	0
Community Garden	18	1294	1312	1294
Community Fridge	14	0	14	0
Bank Interest	12	0	12	38
Total incoming resources	69846	21054	90900	73671
Resources Expended				
Salaries, pension contribution & NI	41186	0	41186	39374
Cleaner	1303	0	1303	539
Running expenses (2)	6077	0	6077	9123
Grounds	2036	0	2036	980
Window Cleaning	215	0	215	0
Building maintenance	10373	7539	17912	13622
Equipment purchased	441	300	741	1759
Church Leader expenses	530	0	530	1818
Children's Work	134	0	134	72
Youth (Pulse)	0	0	0	671
Gas	364	0	364	-
Electricity	949	0	949	-
Job Club	0	636	636	1175
Life Skills	158	250	408	0
Donations to charitable causes (3)	5036	144	5180	4520
Miscellaneous cash expenditure	7	0	7	18
Get Active	1	1000	1001	0
Fusion	0	0	0	757
Community Garden	0	1158	1158	1035
Community Fridge	390	20	410	0
Other Ministry (Outreach)	1596	0	1596	527

Total resources expended	70796	11047	81843	75990
Net incoming resources	(950)	10007	9057	(2319)
Total funds brought forward	35658	3325	38983	41302
Total funds carried forward (4)	34708	13332	48040	38983

Balance Sheet

Current Assets

Cash at bank and in hand	48040
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Total Assets	48040
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Represented by

General Fund	41951
Building Repair Fund	6089
Total Funds	48040

Notes to accounts

1. Donations and grants include:

-offerings	£3325 (£927 of which is restricted)
-regular gifts	£49182
-grants	£750

The income for Building Fund includes 2 grants of £1200 and £500. The income for Get Active includes 2 grants of £1000 and £5000. The income for Community Garden includes a grant of £1294.

2. Running expenses include waste disposal, boiler maintenance and inspection/replacement of fire protection equipment. Gas and electricity costs are recorded separately.

3. Donations to charitable causes includes £2400 to Regions Beyond, £1200 to Release International, £720 to Starfish Malawi and £360 to Bromley CAP Partnership.

4. Restricted funds of £13332, to be carried forward into 2022, to be used as follows :-

£1976 for Job Club, £395 for Community Garden, £5000 for Get Active, £5961 for Building Fund.

5. A payment of £250 was made on 06/08/21 (for a youth trip to Carroty Wood) but this was subsequently refunded on 23/08/21 as the trip was cancelled. These payments were ignored in compiling this SoFA.

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	£37500
Employer's National Insurance costs	£0
(after deduction of Employment Allowance totalling £4000)	
Pension costs	£3750

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 2021

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:

T Wardley

Date:

10/2/2022

Name:

TANYA WARDLEY

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

Association of Accounting Technicians
(CAAT)

Address:

13 RINGMER WAY
BROMLEY
BRI 2TY

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.