



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	1 st	January	2023		31 st	December	2023

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

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	Trustee/Director		Unity Church Members
2	NEIL MALTMAN	Trustee/Director		Unity Church Members
3	PETER BELL	CHAIR of Trustees/Directors		Unity Church Members
4	MASSIMO MASSARO	Trustee/Director		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 a 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 meet on occasions during the year to encourage, support and pray for each other.

David Bell is employed as minister of Unity Church and is 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. Children and youth groups on Sundays.

*Growth Groups met to explore the Bible, discuss various topics, encourage one another and pray together in the church building.

*Twice weekly community food distributions from the Community Fridge took place from outside the premises to 40 to 60 people representing 50 to 70 households consisting of 100 to 150 householders for each distribution. After each distribution a Community Café with free refreshments is provided for 25 to 50 people.

*Youth Club (called Pulse) run weekly during term time for 10 to 20 secondary school aged young people. In addition trips organised using funds provided by Jack Petchey Foundation.

*Community Garden providing 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.

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

*The Alpha course offering friendship and opportunity to explore and develop Christian faith have been run five times during the year.

*Tuesday morning online prayer meetings.

*Monthly prayer meetings (called the Engine Room) in the church

*Occasional activities undertaken in conjunction with other Orpington churches.

*One Job Club eight week course, under the auspices of Christians Against Poverty (CAP), 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.

* Two Life Skills ten week courses, under the auspices of CAP, helping people to know how to plan and budget better.

*Get Active sessions for adults (youth sessions were paused due to a lack of take up) have been held separately over an 8 week course to help with physical health, nutrition and well-being. Approx 12 adults have attended.

*Get Active Dance, a weekly free dance session for 10 to 20 local women.

*Walking Football

The church provided facilities and support for local community groups:

*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.

*We ran 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)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

AS BELOW

Summary of the main achievements of the charity during the year

Church's work and ministries.

During the year we have maintained a steady increase in the numbers of people attending the church, both on Sundays (50-80) and for our weekly events. (20 - 40)

We have seen more people from the community engaging with our weekly ministries, especially Job Club and Life Skills (10-20), Alpha (4-8) Community Fridge (60-80) and have continued to help and care for many in need in the area.

We have continued to seek new areas in which we can impact upon the community to provide both practical and spiritual help and started two new ministries in the year – Get Active Dance and Walking Football.

Policy reviews and updates.

During the year, we reviewed/produced:

- Equal Opportunities policy reviewed Feb 2023
- Whistleblowing policy reviewed Feb 2023
- Equal Opportunities Policy reviewed Feb 2023
- Ministerial review completed Feb 202
- GDPR Personal Data usage reviewed Feb 2023
- Lone Working Policy reviewed Feb 2023
- Grievance Policy reviewed April 2023
- Disciplinary Policy reviewed April 2023
- Statutory Sick Pay policy reviewed April 2023
- Fire evacuation routes plan reviewed April 2023
- Working at Height policy reviewed May 2023
- Bank business card policy reviewed August 2023
- GDPR Privacy policy reviewed August 2023
- PAT Testing carried out August 2023
- Anti-Bribery Policy reviewed Oct 2023
- Health and Safety Policy reviewed Oct 2023
- Risk Register reviewed and updated Oct 2023
- Safeguarding policy and procedures reviewed and updated Oct 2023
- Internal Financial Controls Recording reviewed and updated Nov 2023
- Fire Risk Assessment reviewed and updated Dec 2023

Building and grounds Improvements:

- * We removed and reduced some boundary trees
- * We repaired some of the perimeter fencing to improve security
- * We replaced a downpipe to reduce possible water ingress
- * We refurbished the exterior of the portacabin used for the Community fridge ministry.

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 £11,500. Unrestricted reserves on the General Fund amounted to £61,209 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 giving and donations from members and the offerings taken at Sunday services.

This is supplemented by income from lettings.

During the year, we also received a grant towards the Get Active project and Community Fridge/CAP Life Skills ministry and some individual grants for other specific ministries. We also received individual donations for the work of the church.

There are no investments.

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 of Trustees

Date

4.4.2024

Statement of Financial Activities

Accounting period 01/01/23 to 31/12/23

Unity Church, Orpington

Charity Number: 1151334

	Unrestricted	Restricted	Total	Total 2022
	£	£	£	£
Incoming resources				
Donations and Grants (1)	83402	13176	96578	65590
Tax Refund	15842	0	15842	14875
Lettings	4200	0	4200	4305
Job Club	0	0	0	245
Life Skills	0	0	0	290
Other	381	0	381	52
Building (Insurance)	0	5975	5975	31
Get Active	0	0	0	0
Together 23	0	600	600	0
Community Garden	0	0	0	0
Community Fridge (extra food)	0	315	315	0
Bank Interest	841	0	841	146
Total incoming resources	104666	20066	124732	85534
Resources Expended				
Salaries, pension contribution & NI	48014	2000	50014	43545
Cleaner	2904	0	2904	2860
Running expenses (2)	8642	0	8642	6435
Grounds	1448	0	1448	2183
Window Cleaning	320	0	320	240
Building maintenance	4832	5028	9860	10956
Equipment purchased	2683	2000	4683	176
Equipment repairs	254	0	254	12
Church Leader expenses	1383	0	1383	1338
Children's Work	142	0	142	63
Youth (Pulse)	2319	0	2319	912
Gas	1285	0	1285	886
Electricity	1152	375	1527	1426
Job Club	0	480	480	578
Life Skills	120	760	880	503
Petchey Foundation	0	1791	1791	0
Together 23	1098	600	1698	0
Donations to charitable causes (3)	6345	81	6426	7932
Miscellaneous cash expenditure	10	0	10	0

Get Active	0	1625	1625	2380
Training	1012	500	1512	100
Community Garden	278	25	303	370
Community Fridge	129	539	668	271
Other Ministry (Outreach)	2525	0	2525	2683
Time for Me	0	192	192	0
Community Fridge Xtra Food	0	220	220	0
Total resources expended	86895	16216	103111	85849
Net incoming resources	17771	3850	21621	(315)
Total funds brought forward	43438	4287	47725	48040
Total funds carried forward (4)	61209	8137	69346	47725

Balance Sheet

Current Assets

Cash at bank and in hand 69346

Total Assets 69346

Represented by

General Fund 63050

Building Repair Fund 6296

Total Funds 69346

Notes to accounts

1. Donations and grants include:

- offerings £3815 (£383 of which is restricted)
- regular gifts (gift aided) £54334
- donations £25636 (including a one off donation of £19999)
- grants & one-off gifts £12858 (includes Jack Petchey grants, Clarion grant, gift for sound system and gift for church administrator)

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 £3180 to Regions Beyond, £1200 to Release International, £985 to Starfish Malawi and £650 to Bromley CAP Partnership.

4. Restricted funds of £8137, to be carried forward into 2024, to be used as follows :-

£1162 for Job Club, £995 for Get Active, £947 Insurance Claim, £223 Jack Petchey, £1722 Regions Beyond, £95 Community Food Xtra and £3185 Clarion Grant.
£192 restricted expenses for Time for Me to come out of 2024 grant.

5 Incoming payment of £350 on 6.4.23, for a client's moving costs, ignored for purposes of this SoFA as correct payment of £317.50 was received on 4.9.23.

Also, for purposes of this SoFA, payments of £32.50 and £317.50 made on 5.6.23 and 26.6.23 respectively were also ignored as the correct payment of £317.50 was made on 21.4.23.

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	£45460
Employer's National Insurance costs	£0
(after deduction of Employment Allowance totalling £5000)	
Pension costs	£4554

Employees

Minister (full-time)

Administrator (part-time)

Defined contribution Pension Scheme

10% of the Minister's and Administrator'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

Charity Name
Unity Church Orpington

On accounts for the year
ended

31 December 2023

Charity no
(if any) **1151334**

Set out on pages

(remember to include the page numbers of additional sheets)

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:

25/3/2024

Name:

TANYA WARDLEY

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

Association of Accounting Technicians

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1

March 2024

Address:

13 RINGMER WAY

BROMLEY

BR1 2TY