



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month January	Year 2024		Day 31 st	Month December	Year 2024

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	AMY KOLVER	Trustee/Director		Unity Church Members

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

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. The church is also part of Churches Together in Orpington.

David Bell is employed as church leader of Unity Church and is responsible for day to day running of its ministries.

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 and governance. 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. The Trustee/Directors are responsible for all legal and governance aspects.

Section C

Objectives and activities

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.

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)

Regular activities undertaken by Unity Church include:

* Weekly services of worship, open to all. Children's teaching groups operate 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 Catalyst) run weekly during term time for 10 to 15 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 group to engage with men from the church and community. Quarterly social events at the church have been run for approx. 18 men.

Summary of the main achievements of the charity during the year

<p>*Women Utd group to engage with women from the church and community. Quarterly social events at the church have been run for approx. 20 women.</p> <p>*The Alpha course offering friendship and opportunity to explore and develop Christian faith have been run five times during the year.</p> <p>Church's work and ministries:</p> <p>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)</p> <p>*Monthly prayer meetings (called the Engine Room) in the church</p> <p>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 (60-90) and have continued to help and care for many in need in the area.</p> <p>* 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 have continued to seek a new dream in which we can support coaching provided to the community to provide both practical and spiritual help.</p> <p>We ran the Time for Me programme in 2024 which was health and well-being course.</p> <p>* Two Life Skills ten week courses, under the auspices of CAP, helping people to know how to plan and budget better.</p> <p>Policy reviews and updates.</p> <p>*Get Active sessions for adults have been held separately over an 8-week course to help with physical health, nutrition and well-being. Approx 8 adults have attended. During the year, we reviewed/produced:</p> <ul style="list-style-type: none"> • Equal Opportunities Policy reviewed Feb 2024 • Whistleblowing Policy reviewed Feb 2024 <p>The church provided facilities and support for local community groups:</p> <ul style="list-style-type: none"> • Ministerial Review completed Nov 2024 <p>*Conditioned Fitness personal trainer sessions during various days in the week.</p> <ul style="list-style-type: none"> • GDPR Personal Data usage reviewed Feb 2024 • Lone Working Policy reviewed Feb 2024 <p>*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.</p> <ul style="list-style-type: none"> • Grievance Policy reviewed April 2024 • Disciplinary Policy reviewed April 2024 • Statutory Sick Pay Policy reviewed April 2024 • Fire Evacuation Routes Plan reviewed April 2024 • Working at Height policy reviewed April 2024 	
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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.

<ul style="list-style-type: none"> • Bank Business Card Policy reviewed August 2024 • GDPR Privacy Policy reviewed August 2024 • PAT Testing carried out May 2024 • Anti-Bribery Policy reviewed Oct 2024 • Health and Safety Policy reviewed Oct 2024 • Risk Register reviewed and updated Jan 2024 • Safeguarding Policy and Procedures reviewed and updated Oct 2024 • Internal Financial Controls Recording reviewed and updated Nov 2024 • Fire Risk Assessment reviewed and updated Dec 2024 <p>Building and grounds Improvements:</p> <ul style="list-style-type: none"> * We removed some boundary trees * We replaced roof hoppers and resurfaced some roof areas to reduce possible water ingress * We installed outside signage to make the church more visible to the community. * We replaced a door on one of the cabins. * We installed new audio-visual screens and sound equipment in the church. 	
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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 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, Community Fridge, CAP Life Skills ministry and some individual donations for other specific ministries. We also received individual donations and grants for the kitchen refurbishment project taking place in 2025.

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)

N. Maltman

Full name(s)

Neil Maltman

Position (e.g. Secretary, Chair, etc)	Chair of Trustees	
Date	3.6.2025	

Statement of Financial Activities

Accounting period 01/01/24 to 31/12/24

Unity Church, Orpington

Charity Number: 1151334

	Unrestricted Restricted Total Total 2023			
Incoming resources	£	£	£	£
Donations and Grants (1)	64514	1700	66214	96578
Tax Refund	8396	0	8396	15842
Lettings	5100	0	5100	4200
Job Club	0	0	0	0
Life Skills	0	0	0	0
Other	0	0	0	381
Building (insurance)	0	0	0	5975
Get Active -Gym	0	1180	1180	0
Get Active-Dance	0	1610	1610	0
Together 23	0	0	0	600
Time 4 Me	0	7550	7550	0
Building Project	0	2275	2275	0
Kitchen Project	0	34268	34268	0
Community Fridge (extra food)	0	1650	1650	315
Bank Interest	1543	0	1543	
Total incoming resources	79553	50233	129786	124732
Resources Expended				
Salaries, pension contribution & NI	53940	0	53940	50014
Cleaner 2904	1430	0	1430	
Running expenses (2)	9273	0	9273	8642
Grounds	2048	0	2048	1448
Window Cleaning	264	0	264	320
Building maintenance	3779	947	4726	9860
Building Project	0	5563	5563	0

Equipment	3854	0	3854	
Church Leader expenses	886	0	886	1383
Children's Work	298	0	298	142
Youth (Pulse)	1798	0	1798	2319
Gas	1000	450	1450	1285
Electricity	1239	350	1589	1527
Kitchen Project	0	4953	4953	0
Job Club	0	545	545	480
Life Skills	70	920	990	880
Petchey Foundation	104	1823	1927	1791
Together 23	0	0	0	1698
Donations to charitable causes (3)	7036	1722	8758	6426
Miscellaneous cash expenditure	18	0	18	10
Catering/Hospitality	777	0	777	0
Get Active - Dance	0	915	915	0
Get Active – Gym	0	1674	1674	1625
Training	2441	0	2441	1512
Community Garden	0	0	0	303
Community Fridge	102	991	1093	668
Other Ministry (Outreach)	1093	0	1093	2525
Time for Me	0	6302	6302	192
Community Fridge Xtra Food	0	1319	1319	220
Total resources expended	91450	28474	119924	103111
Net incoming resources	(11897)	21759	9862	21621
Total funds brought forward	61209	8137	69346	47725
Total funds carried forward (4)	39312	39896	79208	69346

Balance Sheet

Current Assets

Cash at bank and in hand 79208

Total Assets 79208

Represented by

General Fund 72695

Building Repair Fund 6513

Total Funds 79208

Notes to accounts

1. Donations and grants include:

-offerings	£ 2752 (£100 of which is restricted)
-regular gifts (gift aided)	£ 51238
-donations	£ 10624
-grants & one-off gifts	£1600 (Jack Petchey grant)
Total	£66214

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 £3240 to Regions Beyond, £1150 to Release International, £1440 to Starfish Malawi, £1620 to Bromley CAP Partnership and JW Taminga £300.

4. Restricted funds of £39896, to be carried forward into 2025, to be used as follows :-

£617 for Job Club, £501 for Get Active, £265 for Get Active Dance, £426 for Community Food Xtra, £924 for Clarion Grant, £606 for Time 4 Me, £39335 for Kitchen Project & (£3288) for Building Project.

5. For the purposes of this SOFA a total income of £1543.84 was ignored and a total expenditure of £1543.84 was ignored as follows:

Refunds/Income			Expenditure	
23.1.24	Other	£25.60	11.1.24	Training
28.2.24	Other	£12.00	23.2.24	Running
1.5.24	Other	£15.00	25.4.24	Other
7.5.24	Other	£24.00	30.4.24	Youth Ministry
13.5.24	CF Xtra	£17.89	14.3.24	CF Xtra
14.11.24	Other	£34.00	2.9.24 & 1.10.24	Running
12.12.24	Kitchen Project	£1405.36	23.9.24	Kitchen Project
24.12.24	Other	£9.99	18.11.24	Equipment

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	£ 49412
Employer's National Insurance costs	£0
(after deduction of Employment Allowance totalling £5000)	
Pension costs	£4529

Employees

Minister (full-time)

Administrator (part-time)

Defined contribution Pension Scheme

10% of the Minister 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 2024

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:

10/4/2025

Name:

TANYA WARDLEY

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

Association of Accounting Technicians

Address:

13 RINGMER WAY

BROMLEY

BR1 2TY