

KNOCKHOLT EVANGELICAL CHURCH

ANNUAL REPORT AND ACCOUNTS

For the year ended 31st March 2022

KNOCKHOLT EVANGELICAL CHURCH

LEGAL AND ADMINISTRATIVE DETAILS

For the year ended 31st March 2022

ADDRESS FOR CORRESPONDENCE	Old London Road Knockholt Sevenoaks Kent TN14 7JR
REGISTERED CHARITY	1151564
GOVERNING DOCUMENT	Constitution which was adopted at a Special Church Meeting held on the 13 th June 2012. The Church became a registered charity on the 8 th April 2013.
TRUSTEES	Adrian Cox David Fullagar John Malcolm Knott (retired 31 st Mar 2022) Sarah Olatundun Ajala-Immanuel (appointed 27 th Apr 2022) Peter John Distin (appointed 27 th Apr 2022) Guy James Heasman (appointed 27 th Apr 2022) Brian Thomas Stewart (appointed 27 th Apr 2022)
BANKERS	Barclays Bank PLC Lewisham Branch
INDEPENDENT EXAMINER	Mary Evans Stewardship 1 Lamb's Passage London, EC1Y 8AB
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KNOCKHOLT EVANGELICAL CHURCH

REPORT OF THE TRUSTEES

For the year ended 31st March 2022

The Trustees have pleasure in submitting the Report and Accounts for the year.

Objectives and activities

The objects of the Church are, for the benefit of the public, to advance the Christian faith in accordance with the Doctrinal Basis in such ways and in such parts of the United Kingdom or the world as the Trustees may from time to time think fit and to fulfil such other purposes which are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the Church.

A great contribution is made by volunteers and we are grateful for the many hours spent undertaking various roles and responsibilities around the Church. Without this valuable contribution of time, energy and expertise we would not have accomplished so much.

Structure, Governance and Management

All Trustees must be Church members and be nominated by the Spiritual Leadership and Trustees. Trustees are appointed by a resolution passed by a 75% majority of the Church Members attending and voting at a properly convened Special Church Meeting. During the last year the Trustees and Pastor met six times. The Designated Chair is Adrian Cox.

The day to day management (that is Pastoral Care and Spiritual direction) of the Church is undertaken by the Pastor (Sherwin Chase) and the Elders. The Trustees are responsible for the maintenance, repair, insurance and other financial aspects of the church building on behalf of the church. Unless there is any good reason why they should refuse to do so, they should act in accordance with the wishes of the church which would, in practice, provide the necessary finances. The Trustees are also liable to ensure that the church (that is the building) is used for worship in accordance with the terms of the trust deed and the doctrinal basis.

Achievements and Performance

After the Covid-19 restrictions were relaxed during December 2020, we resumed our Sunday services, and have continued to meet weekly morning and evening since then. Due to the changing situation regarding Covid-19, and in order to manage the financial, administrative and practical challenges, it was necessary for us to have six Trustee and Pastor Meetings via Zoom during the year. The amending of the regulations also necessitated a continual updating of our comprehensive Risk Assessment which had been created the previous year to ensure the safety of those wishing to attend the church.

Up until the end of July our praise and worship times had been very different due to the restrictions on live music and congregational singing. Despite this, pre-recorded music was prepared for each service and played on a CD player operated from the front of the church. At the end of July further

restrictions were lifted which enabled us to reintroduce singing with some musical instruments at our services – this was a great blessing.

In October we reintroduced communion at our morning service alternating it with the evening service. Shortly after this refreshments began to be served after our morning services; initially this was done outside the church and then later inside the building using a carefully managed system.

Our 'Good Company' group met every week during term time throughout the year. We were able to cater for seven parents/carers with children evenly spaced around the church with each family group supplied with a large blanket for the children to play on with toys. Refreshments and pre-packed biscuits were also provided. A number of those who regularly attended these meetings were from the local area and greatly appreciated the opportunity to get out and meet other young mums during this difficult time.

In December the UK Government introduced Plan B which meant that face coverings were required unless it was not practical to do so. We decided to make the wearing of face coverings optional during the times of worship, communion and the refreshments afterwards. We retained most of the basic Covid-19 precautions and allocated special seating for those especially at risk to enable those who wished to attend our services safely.

On the Sunday 12th we were able to enjoy a carefully managed Nativity service with costumes and scenery. A week later we enjoyed a very blessed Carol Service by candlelight; we also had a Christmas Day service. All these services were well attended with seating arranged according to our pre-booking system and seat allocation plan.

We are very grateful to our Father in Heaven that although several members of our congregation contracted Covid-19, no one caught it or spread it to anyone in connection with our church activities or services, and all recovered fully.

During the year the Sunday School were taught about the early Christian Church; the elements of the Lords' Prayer and how it applied to them individually and the books of Genesis and Exodus. Some of the children and parents took part in the Nativity service. Each week the children were taught a simple bible story and then participated in activities based on what they had learned. The Youth group met in the upper room and had a weekly program of worship, bible studies, quizzes and personal testimonies.

It was a great blessing to be able to begin the year with our week of prayer, committing the year to the Lord. This was well attended over four evenings at the church, plus one morning meeting in a home. Our weekly services were led by our pastor throughout the year with many other church members taking part or preaching. We also had three visits from Martin the leader of 'Jesus for Europe', and we were pleased to have Bob join us from another church and speak several times.

During the year we had a dedication service for baby Adepa; and in October we celebrated the 30 years anniversary of Sherwin being our Pastor. Sherwin was presented with a specially designed hard back book which comprised of photos and comments provided by many of people who have been connected with the church over the years.

In June, Sarah and her family were thankfully kept safe from a serious fire at their home. Most of their belongings were destroyed in the fire, but a special offering was organised by the church to help them set-up home again. Since then they have been living in temporary accommodation in South London.

We give praise to God that on the 13th October at a Special Church Meeting, three new Elders were appointed to the Spiritual leadership of the church. This was a great time of rejoicing, and it has brought much encouragement and blessing to the Church.

On the 16th March the Church held a Business meeting to inform the church of potential problems that might arise if new trustees could not be found. The meeting was well attended and the response from the membership was an encouragement to the remaining Trustees and Pastor. At this meeting Malcolm was presented with a Gift Card and flowers to mark his retirement as a Trustee after 15 years service. Subsequent to year end a Special Church Meeting was held on 27th April at which four new Trustees were appointed.

Other ministry at home and abroad

Our collection for the Trinity School Food Bank was very well supported throughout the year and each week supplies were delivered to the school for distribution. At Christmas the Church donated 'Real Advent Calendars' to be included in the hampers distributed by the Food Bank. At Easter 'Real Easter Eggs' were also donated by the Church.

In January the Church gave £36 to the Bible a Month Club.

In March the Church gave a gift of £300 to The Christian Institute. The Church also gave gifts of £350 to La Finca (Honduras) and £300 to Open Doors for their "Top 10 Fund" which supports those around the world who are suffering in the top 10 countries where Christians are most persecuted.

We thank the Lord Jesus for these and many other things that He has enabled us to accomplish in His Name this year, and we give Him all the Glory.

The Trustees have due regard to the public benefit guidance published by the Charity Commission.

Financial Review

The bank balance was £20,115 at the 1st April 2021 and £18,329 at the 31st March 2022.

Offerings were 1% lower than last year. The amount of tax which can be claimed from HMRC on gifts received in the year ended 31st March 2022 is £9,211 which includes £323 claimed under the Gift Aid Small Donations Scheme.

The Trustees made employer contributions of 8% eligible salary (pastor) into the Peoples Pension Scheme. The level of employer's contributions is considered as part of the pay review held each April.

During the year the Trustees oversaw a program of repairs and maintenance. In August the baptistry tiling was completed. In November sensor lights were fitted in the toilets (£40) and torches fitted in the passageway (£63). In January the Emergency Lights (Side and Fire Exit door entrance) were repaired (£79).

Other work carried out was the annual service of the central heating system (£174), annual inspection of the fire equipment (£145), planting up the side boundary with our neighbours Mark and Victoria (our share of the costs £58).

The Trustees set up quarterly finance updates to monitor performance against budget. Income was 4% higher than budget (£1,840) whilst timing meant that £3,500 of costs were deferred to the next year. The overall impact was a net decrease of £1,780 on the Church's free reserves.

Reserves Policy

The Trustees have adopted a policy of keeping a minimum of three months working capital in the bank account. This equates to a minimum balance of £12,875. The free cash reserves at the 31st March 2022 were £18,329.

Trustees Responsibilities

Charity law requires the Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to ensure that the financial statements comply with the Charities Act 2011.

The Trustees also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

This report was approved by the Trustees on 26 October 2022 and signed on their behalf by:

David Fullagar

David Fullagar

Trustee

Independent Examiner's Report

To the Trustees of

Knockholt Evangelical Church

I report to the trustees on my examination of the accounts of Knockholt Evangelical Church (the charity) for the year ended 31 March 2022 on pages 7 to 11 following.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

[Mary Evans](#)

Mary Evans

Stewardship
1 Lamb's Passage
London
EC1Y 8AB

Date: 1 November 2022

KNOCKHOLT EVANGELICAL CHURCH

RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31st March 2022

	Notes	Unrestricted Funds	Restricted Funds	2022	2021
Receipts					
<i>Voluntary receipts</i>					
Grants and gifts received		£40,278	£3,755	£44,033	£43,885
Tax refunds under Gift Aid		£9,492	£0	£9,492	£10,293
	2	£49,770	£3,755	£53,525	£54,178
<i>Other receipts</i>					
Interest received		£4	£0	£4	£10
Other	3	£0	£0	£0	£0
Total Receipts		£49,774	£3,755	£53,529	£54,188
Payments					
<i>Payments in furtherance of the church's objectives</i>					
Direct costs	4	£49,877	£0	£49,877	£49,074
Grants paid	5	£1,683	£3,755	£5,438	£1,436
Total Payments		£51,560	£3,755	£55,315	£50,510
Net Receipts/(Payments) before transfers		-£1,786	£0	-£1,786	£3,678
Transfers between funds		£0	£0	£0	£0
Net Movement in Funds		-£1,786	£0	-£1,786	£3,678
Cash funds as at last year end		£20,115	£0	£20,115	£16,437
Cash funds at this year end		£18,329	£0	£18,329	£20,115

The notes on pages 9 to 11 form part of these accounts.

KNOCKHOLT EVANGELICAL CHURCH

STATEMENT OF ASSETS AND LIABILITIES

As at 31st March 2022

	Unrestricted Funds	Restricted Funds	2022	2021
A. Cash Funds				
Cash at bank with immediate access	£18,329	£0	£18,329	£20,115
Cash	£0	£0	£0	£0
	<u>£18,329</u>	<u>£0</u>	<u>£18,329</u>	<u>£20,115</u>

B. Other Monetary Assets

Gift aid due to charity	£9,211	£0	£9,211	£9,389
	<u>£9,211</u>	<u>£0</u>	<u>£9,211</u>	<u>£9,389</u>

C. Liabilities

Fee for Independent Examination	£636	£0	£636	£612
	<u>£636</u>	<u>£0</u>	<u>£636</u>	<u>£612</u>

D. Assets retained for charity's own use

	Fund to which asset belongs	Current Value
Freehold Building	Unrestricted	£747,072
		<u>£747,072</u>

The Trustees have used insurance values as an approximation for current values.

The accounts were approved by the Trustees on 26 October 2022 and signed on their behalf by:

David Fullagar

Peter Distin

David Fullagar

Peter Distin

The notes on pages 9 to 11 form part of these accounts.

KNOCKHOLT EVANGELICAL CHURCH

NOTES TO THE ACCOUNTS For the year ended 31st March 2022

1. Accounting Policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. 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.

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
2. Voluntary Income				
Offerings	£40,278	£0	£40,278	£40,885
Donations	£0	£3,755	£3,755	£3,000
Offerings - Tax Refund	£9,403	£0	£9,403	£9,261
Donations - Tax Refund	£0	£0	£0	£38
GASDS - Tax Refund	£89	£0	£89	£994
	£49,770	£3,755	£53,525	£54,178

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
3. Other				
Social Events	£0	£0	£0	£0
	£0	£0	£0	£0

KNOCKHOLT EVANGELICAL CHURCH

NOTES TO THE ACCOUNTS (continued) For the year ended 31st March 2022

4. Direct costs	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Employment Costs (Note 6)	£41,109	£0	£41,109	£38,557
Audio Visual Media	£652	£0	£652	£492
Children and Youth Work	£665	£0	£665	£352
Cleaning	£1,433	£0	£1,433	£1,378
Computer Software & Support	£144	£0	£144	£156
Independent Examination	£612	£0	£612	£600
Insurance	£912	£0	£912	£966
Light, Heat & Water	£1,395	£0	£1,395	£1,411
Minor Equipment	£0	£0	£0	£770
Printing, Postage and Stationery	£407	£0	£407	£173
Repairs & Maintenance	£559	£0	£559	£1,572
Speakers Gifts	£600	£0	£600	£1,000
Sundries	£778	£0	£778	£1,035
Telephone & Broadband	£512	£0	£512	£513
Website	£99	£0	£99	£99
	£49,877	£0	£49,877	£49,074

5. Grants Paid	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Hardship	£0	£3,755	£3,755	£0
Institutions (see below)	£1,683	£0	£1,683	£1,436
	£1,683	£3,755	£5,438	£1,436
Barnabas Fund	£0	£0	£0	£400
Bible a month	£36	£0	£36	£36
Christian Institute	£300	£0	£300	£300
Jesus for Europe	£300	£0	£300	£0
La Finca	£350	£0	£350	£0
Open Doors	£300	£0	£300	£300
Smile	£0	£0	£0	£400
Trinity School Food Bank	£397	£0	£397	£0
	£1,683	£0	£1,683	£1,436

KNOCKHOLT EVANGELICAL CHURCH

NOTES TO THE ACCOUNTS (continued) For the year ended 31st March 2022

6. Employees

The costs below relate to the Pastor who was employed on a 4 days per week basis (2021 4 days per week). One person was employed on a part-time basis to clean (Refer to Note 4).

	2022	2021
Gross Salaries (inc Holiday pay)	£38,484	£36,109
Employers NIC	£90	£0
Other costs	£102	£48
Pension	£2,433	£2,400
Total	£41,109	£38,557

No amounts were paid or are payable to any trustee, or to any person connected to them, for their work as Trustees.

7. Funds

	Balance at 1.4.2021	Receipts	Payments	Transfers	Balance at 31.3.2022
<u>Unrestricted Funds</u>					
General Fund	£17,038	£49,774	-£51,001	-£482	£15,329
Designated Funds					
Communion	£1,500	£0	£0	£0	£1,500
Repairs and Maintenance	£1,577	£0	-£559	£482	£1,500
	£20,115	£49,774	-£51,560	£0	£18,329
<u>Restricted Funds</u>					
Hardship	£0	£3,755	-£3,755	£0	£0
Socials	£0	£0	£0	£0	£0
	£0	£3,755	-£3,755	£0	£0
TOTAL	£20,115	£53,529	-£55,315	£0	£18,329