

**KNOCKHOLT EVANGELICAL CHURCH**

**ANNUAL REPORT AND ACCOUNTS**

**For the year ended 31<sup>st</sup> March 2023**

## **KNOCKHOLT EVANGELICAL CHURCH**

### **LEGAL AND ADMINISTRATIVE DETAILS**

**For the year ended 31<sup>st</sup> March 2023**

<b>ADDRESS FOR CORRESPONDENCE</b>	Old London Road Knockholt Sevenoaks Kent TN14 7JR
<b>REGISTERED CHARITY</b>	1151564
<b>GOVERNING DOCUMENT</b>	Constitution which was adopted at a Special Church Meeting held on the 13 <sup>th</sup> June 2012. The Church became a registered charity on the 8 <sup>th</sup> April 2013.
<b>TRUSTEES</b>	Adrian Cox David Fullagar Sarah Olatundun Ajala-Immanuel (appointed 27 <sup>th</sup> Apr 2022) Peter John Distin (appointed 27 <sup>th</sup> Apr 2022) Guy James Heasman (appointed 27 <sup>th</sup> Apr 2022) Brian Thomas Stewart (appointed 27 <sup>th</sup> Apr 2022)
<b>BANKERS</b>	Barclays Bank PLC Lewisham Branch
<b>INDEPENDENT EXAMINER</b>	Jaimee Young Stewardship 1 Lamb's Passage London, EC1Y 8AB
<b>CONTENTS</b>	
Page 1	Legal and Administrative Details
Pages 2 to 5	Trustees Report
Page 6	Independent Examiner's Report
Page 7	Receipts and Payments Account
Page 8	Statement of Assets and Liabilities
Pages 9 to 11	Notes to the Accounts

## **KNOCKHOLT EVANGELICAL CHURCH**

### **REPORT OF THE TRUSTEES**

**For the year ended 31<sup>st</sup> March 2023**

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 met three times. The Designated Chair was Adrian Cox (until end October) and David Fullagar (November onwards).

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

This year has been a year of growth and blessing in many areas of the church.

After much prayer over several years, we give praise to God that on the 27<sup>th</sup> April at a Special Church Meeting, four new Trustees were appointed bringing the total to 6. The new trustees have been allocated some specific areas of responsibility, and have attended some training sessions led by the existing trustees to help them settle in. We pray for Gods blessing on them as they seek to serve Him in this new role.

Our 'Good Company' group continued to meet every Thursday during term time throughout the year. We were pleased to welcome many new mums and their children from the village and

surrounding area. In addition to providing refreshments, and a social meeting place for the mums, the children enjoy a wide selection of toys and group activities with singing. The morning closes with a thought for the day and prayer from Trish or Ali.

During the year the Sunday School were taught subjects from the Old Testament including Judges, Ruth, Samuel, David, Elijah, Elisha, Jonah, Esther, Nehemiah, Daniel; and from the New Testament - John the Baptist and Jesus parables in Matthews gospel. 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 from members of our congregation and some guest speakers. We appreciate very much faithful ministry of Sue, Diana, Merril, Guy, John and many others in our Sunday School week by week.

Our Sunday services, morning and evening, were led mostly by our pastor throughout the year with many other church members taking part or preaching. We are very grateful to the many members who contribute regularly to the life of the church in welcoming, opening the meetings, preparing or leading communion, serving refreshments, music, helping with audio/visual, and many other tasks.

At Easter our annual church walk was led by Adrian and Trish with refreshments afterwards at their home. This is always a lovely opportunity to invite friends and family to join us, and on this occasion some from other local churches as well. In June Guy and Rachel held a Jubilee Celebration garden party at their home which was very well attended. In August another garden party was held at Dave and Sandra's home where members from our church and friends from other churches in the Orpington area met together. Later the same month a church picnic was held at Cudham Recreation ground, after a morning service.

In May we completed the Baptistry renovations which were started before the Covid lockdowns. The Baptistry was grouted and cleaned, and completed in time for Ambrose and Morice to be baptised in July and Stephanie in August. At the end of May our dear sister Muriel went to be with the Lord, and her funeral service was held at KEC with a tea following.

The Knockholt Village Fete was held on 2<sup>nd</sup> July. The church ran the refreshments tent with seating for about 40+ people. Christian literature with a Jubilee Celebration theme was provided on the tables. Sales proceeds of £404 and the associated gifts of £202 given to La Finca and Good News UK have been treated as agent and are excluded from the Receipts and Payments account.

On a practical note, the church loft was thoroughly cleared out and much rubbish taken to the dump helping us to make much more effective use of the space. Also at the end of March a very successful Maintenance Morning was held with more than 20 helpers. Jobs included pruning the cherry tree and hedge at rear; lead disposed of and sold for scrap £28.80; rose window cleaned and painted; walls cleaned and mould removed; materials bought to replace broken gutter; crèche room and kitchen cleaned and tidied. Windows cleaned inside and out.

From September to November our pastor took a sabbatical break, and responsibility for the weekly services and spiritual direction of the church was taken by the Elders. Everything ran very smoothly during this period and the church enjoyed unity and peace throughout. In addition to our own congregation we were pleased to receive the support of friends from other local churches (leading the worship and speaking).

During the summer period Patrick helped served with Arab World Ministries in Algeciras and Morocco and he shared his experiences during an evening service. In October we had a visit from Open Doors. A gift of £300 was given 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.

On the 2<sup>nd</sup> of October it was a joy to share in Mark and Victoria's wedding held at KEC with refreshments afterwards. Two special women's meetings were held in the church in November and the following March. These were a great blessing, and many ladies attended both the ministry time and lunch following. More meetings have been planned for the future. The Harvest Supper in October was very well attended. Ticket sales of £321 and the associated gift given to the Smile Feeding Programme were treated as agent and have been excluded from the Receipts and Payments account.

On the Sunday 11<sup>th</sup> December we held our Nativity service. Many of the children and parents took part in the Nativity service with music, readings, costumes and scenery. A week later we enjoyed a very blessed Carol Service by candlelight, and following that we held our Christmas Day service. All these services were well attended with a number of visitors and friends.

It was a great blessing to be able to begin the New Year with our week of prayer, committing the year to the Lord. The meetings were spread over four evenings at the church, plus one morning meeting in a home. All these were well attended with most of our members in attendance. The monthly church prayer meetings and weekly 'suffering church' meeting have continued throughout the year, and for those who find travel in the evenings difficult we have also added a monthly morning prayer meeting.

#### Other ministry at home and abroad

In January the Church gave £36 to the Bible a Month Club which we have been supporting for a number of years. We continued to make collections for the Trinity School Food Bank until February when the project came to a close. We were glad to have been part of this practical distribution of food among those in need locally.

We give our thanks and praise to the Lord Jesus and our Father in Heaven for these and many other things that He has enabled us to accomplish in His Name this year. Amen

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

#### Financial Review

The bank balance was £18,329 at the 1<sup>st</sup> April 2022 and £13,196 at the 31<sup>st</sup> March 2023.

Offerings were 9% higher than last year. The amount of tax which can be claimed from HMRC on gifts received in the year ended 31<sup>st</sup> March 2023 is £9,892 which includes £183 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.

In September the 5 year Electrical Installation Condition Report review was carried out by M&S Electrical (cost £660) with remedial works of £558 required for a satisfactory report.

Other work carried out was the annual service of the central heating system (£180) and the annual inspection of the fire equipment (£195). A further £930 (new circuit board and fan) was spent on the boiler.

Legal fees of £1,999 were incurred to update Knockholt Evangelical Property Trust to reflect the changes to the Trusteeship.

In April the photocopier was replaced (£945) and in August the Fridge (£330).

The Trustees set up quarterly finance updates to monitor performance against budget. Income was 12% higher than budget (£5,887) whilst costs were 2% higher than budget (£946). The overall impact was a net decrease of £5,133 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 £13,571. The free cash reserves at the 31<sup>st</sup> March 2023 were £13,196.

### 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<sup>th</sup> November 2023 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 2023 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.

[Jaimee Young](#)

Jaimee Young  
Stewardship  
1 Lamb's Passage  
London  
EC1Y 8AB

Date: 4<sup>th</sup> December 2023

# KNOCKHOLT EVANGELICAL CHURCH

## RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31<sup>st</sup> March 2023

	Notes	Unrestricted Funds	Restricted Funds	2023	2022
<b>Receipts</b>					
<i>Voluntary receipts</i>					
Grants and gifts received		£44,779	£0	£44,779	£44,033
Tax refunds under Gift Aid		£9,847	£0	£9,847	£9,492
	2	£54,626	£0	£54,626	£53,525
<i>Other receipts</i>					
Interest received		£21	£0	£21	£4
Other	3	£0	£0	£0	£0
Total Receipts		£54,647	£0	£54,647	£53,529
<b>Payments</b>					
<i>Payments in furtherance of the church's objectives</i>					
Direct costs	4	£58,569	£0	£58,569	£49,877
Grants paid	5	£1,211	£0	£1,211	£5,438
Total Payments		£59,780	£0	£59,780	£55,315
Net Receipts/(Payments) before transfers		-£5,133	£0	-£5,133	-£1,786
Transfers between funds		£0	£0	£0	£0
<b>Net Movement in Funds</b>		-£5,133	£0	-£5,133	-£1,786
Cash funds as at last year end		£18,329	£0	£18,329	£20,115
<b>Cash funds at this year end</b>		£13,196	£0	£13,196	£18,329

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

# KNOCKHOLT EVANGELICAL CHURCH

## STATEMENT OF ASSETS AND LIABILITIES

As at 31<sup>st</sup> March 2023

	Unrestricted Funds	Restricted Funds	2023	2022
<b>A. Cash Funds</b>				
Cash at bank with immediate access	£13,196	£0	£13,196	£18,329
	<u>£13,196</u>	<u>£0</u>	<u>£13,196</u>	<u>£18,329</u>
<b>B. Other Monetary Assets</b>				
Gift aid due to charity	£9,892	£0	£9,892	£9,211
	<u>£9,892</u>	<u>£0</u>	<u>£9,892</u>	<u>£9,211</u>
<b>C. Liabilities</b>				
Fee for Independent Examination	£690	£0	£690	£636
	<u>£690</u>	<u>£0</u>	<u>£690</u>	<u>£636</u>

### D. Assets retained for charity's own use

	Fund to which asset belongs	Current Value
Freehold Building	Unrestricted	£840,456
		<u>£840,456</u>

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

The accounts were approved by the Trustees on 26<sup>th</sup> November 2023 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 31<sup>st</sup> March 2023**

### **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.

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2023</b>	<b>Total 2022</b>
<b>2. Voluntary Income</b>				
Offerings	£43,979	£0	£43,979	£40,278
Donations	£800	£0	£800	£3,755
Offerings - Tax Refund	£9,524	£0	£9,524	£9,403
GASDS - Tax Refund	£323	£0	£323	£89
	£54,626	£0	£54,626	£53,525

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2023</b>	<b>Total 2022</b>
<b>3. Other</b>				
Social Events	£0	£0	£0	£0
	£0	£0	£0	£0

# KNOCKHOLT EVANGELICAL CHURCH

## NOTES TO THE ACCOUNTS (continued) For the year ended 31<sup>st</sup> March 2023

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
<b>4. Direct costs</b>				
Employment Costs (Note 6)	£41,889	£0	£41,889	£41,109
Audio Visual Media	£1,174	£0	£1,174	£652
Carnival Expenses	£266	£0	£266	£0
Children and Youth Work	£624	£0	£624	£665
Cleaning (Note 6)	£1,518	£0	£1,518	£1,433
Computer Software & Support	£0	£0	£0	£144
Communionware	£367	£0	£367	£0
Independent Examination	£636	£0	£636	£612
Insurance	£1,009	£0	£1,009	£912
Legal Fees	£1,999	£0	£1,999	£0
Light, Heat & Water	£2,385	£0	£2,385	£1,395
Minor Equipment	£1,275	£0	£1,275	£0
Printing, Postage and Stationery	£117	£0	£117	£407
Repairs & Maintenance	£2,721	£0	£2,721	£559
Socials	£310	£0	£310	£0
Speakers Gifts	£820	£0	£820	£600
Sundries	£804	£0	£804	£778
Telephone & Broadband	£556	£0	£556	£512
Website	£99	£0	£99	£99
	£58,569	£0	£58,569	£49,877

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
<b>5. Grants Paid</b>				
Hardship	£400	£0	£400	£3,755
Institutions (see below)	£811	£0	£811	£1,683
	£1,211	£0	£1,211	£5,438
Bible a month	£36	£0	£36	£36
Christian Institute	£0	£0	£0	£300
Good News for Everyone	£48	£0	£48	£0
Jesus for Europe	£200	£0	£200	£300
La Finca	£48	£0	£48	£350
Open Doors	£300	£0	£300	£300
Smile	£179	£0	£179	£0
Trinity School Food Bank	£0	£0	£0	£397
	£811	£0	£811	£1,683

# KNOCKHOLT EVANGELICAL CHURCH

## NOTES TO THE ACCOUNTS (continued) For the year ended 31<sup>st</sup> March 2023

### 6. Employees

The costs below relate to the Pastor who was employed on a 4 days per week basis (2022 4 days per week). One person was employed on a part-time basis to clean (Refer to Note 4).

	2023	2022
Gross Salaries (inc Holiday pay)	£39,262	£38,484
Employers NIC	£0	£90
Other costs	£104	£102
Pension	£2,523	£2,433
Total	£41,889	£41,109

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 1.4.2022	Receipts	Payments	Transfers	Balance at 31.3.2023
<b><u>Unrestricted Funds</u></b>					
General Fund	£15,329	£54,647	-£56,692	-£2,721	£10,563
Designated Funds					
<i>Communion</i>	£1,500	£0	-£367	-£1,133	-£0
<i>Repairs and Maintenance</i>	£1,500	£0	-£2,721	£3,854	£2,633
	£18,329	£54,647	-£59,780	£0	£13,196
<b><u>Restricted Funds</u></b>					
<i>Socials</i>	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
<b>TOTAL</b>	<b>£18,329</b>	<b>£54,647</b>	<b>-£59,780</b>	<b>£0</b>	<b>£13,196</b>