

**KNOCKHOLT EVANGELICAL CHURCH**

**ANNUAL REPORT AND ACCOUNTS**

**For the year ended 31<sup>st</sup> March 2024**

## **KNOCKHOLT EVANGELICAL CHURCH**

### **LEGAL AND ADMINISTRATIVE DETAILS**

**For the year ended 31<sup>st</sup> March 2024**

<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 Akintunde Peter John Distin Guy James Heasman Brian Thomas Stewart
<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 2024**

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 four times. The Designated Chair was David Fullagar (until end April), Guy Heasman (May to end October) and Sarah Akintunde (November to end March).

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 – at home and abroad

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

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 New Testament concentrating on the Acts of the Apostles. Between Christmas and Easter the children looked at the Life of Jesus.

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. A youth BBQ was also held in August at Adrian and Trish's home. We appreciate very much faithful ministry of Sue, Diana, Nikki, Stephanie, Merril, Alex, John and a number of others in our Sunday School week by week.

We held morning and evening services most Sundays during the year. In addition to our pastor who preached and led worship, many other church members took part welcoming, opening the meetings, preparing or leading communion, serving refreshments, music, helping with audio/visual, and many other tasks. We are grateful to all faithfully contributed in this way.

Unusually we had celebrated two Easters within the same financial year in April 2023 and March 2024. On both occasions we held our annual Easter Services on Good Friday and Easter Sunday, followed by a church walk on Bank Holiday Monday. The walk, often followed by a tea, is always a lovely opportunity to invite friends and family to join us, and some members from other local churches as well.

In August a 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.

In September an evangelist working in Madeira gave encouraging news of the ministry he is engaged in there. There were a number of friends present from other local churches, and a total of £335 was granted for this ministry (including £135 raised in a special collection). In January the Church gave £36 to the Bible a Month Club which we have been supporting for a number of years.

The Harvest Supper in October took the form of a special India Evening attended by members of KEC as well as friends from other churches. This was a fundraising event held to raise funds to support Pastors and churches in India. A total of £3,660 was raised for this ministry. Dave and Sandra, on their return from India, gave a presentation at a morning service about the various activities they had been involved in. In addition a gift of £400 from church funds was given to the Smile Feeding Programme.

In October we had a visit from an 'Open Doors' speaker and a gift of £300 was given to their "Top 10 Fund" which supports those Christians around the world who are suffering most through persecution.

On Sunday 17<sup>th</sup> December we enjoyed a very blessed Carol Service by candlelight. A week later we held our Nativity service with many of the children and parents taking part with music, readings, costumes and scenery. The following day 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 'suffering church' meeting have continued throughout the year.

In February we had a visit from Creation Ministries who gave inspiring messages both morning and evening. The evening service was especially well attended with Christian friends from several churches in south London. A gift of £500 was given to Creation Ministries.

During the year we were blessed by the ministry of the former Superintendent of AOG Ghana, a speaker from 'Jesus for Europe' and two special women's meetings which were held on Saturdays.

In August a service of dedication was conducted for baby Asher. In March Jotham, Lydia and Christina were baptised and in December a funeral service was conducted for the relative of a church member.

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 £13,196 at the 1<sup>st</sup> April 2023 and £18,888 at the 31<sup>st</sup> March 2024.

Offerings were 14% 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 2024 is £11,153 which includes £211 claimed under the Gift Aid Small Donations Scheme.

The Trustees made employer contributions of 10% 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 winter extensive work was carried out to the exterior of the church – repainting of barge boards and fascias (£1,378); new guttering and downpipes (£240) and new timber triangle on gable wall above the office (£450). Other work carried out was the annual service of the central heating system (£216) and the annual inspection of the fire equipment (£380). Repair and redecorate (toilets and back hall) due to water ingress (£350). A further £536 was spent on installing new lighting in the church. Two gates were gifted and installed across the top step. Wire mesh was fitted to the front fence at a cost of £181.

The Trustees set up quarterly finance updates to monitor performance against budget. Income was 12% higher than budget (£6,690) whilst costs were 6% higher than budget (£2,987). The overall impact was a net increase of £5,692 in 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 £13,051. The free cash reserves at the 31<sup>st</sup> March 2024 were £18,888.

### 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 3<sup>rd</sup> November 2024 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 2024 on pages 7 to 11 following.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 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 2011 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 accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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> November 2024

# KNOCKHOLT EVANGELICAL CHURCH

## RECEIPTS AND PAYMENTS ACCOUNT For the year ended 31<sup>st</sup> March 2024

	Notes	Unrestricted Funds	Restricted Funds	2024	2023
<b>Receipts</b>					
<i>Voluntary receipts</i>					
Grants and gifts received		£50,353	£3,795	£54,148	£44,779
Tax refunds under Gift Aid		£10,617	£0	£10,617	£9,847
	2	£60,970	£3,795	£64,765	£54,626
<i>Other receipts</i>					
Interest received		£227	£0	£227	£21
Other	3	£0	£0	£0	£0
Total Receipts		£61,197	£3,795	£64,992	£54,647
<b>Payments</b>					
<i>Payments in furtherance of the church's objectives</i>					
Direct costs	4	£53,869	£3,660	£57,529	£58,569
Grants paid	5	£1,636	£135	£1,771	£1,211
Total Payments		£55,505	£3,795	£59,300	£59,780
Net Receipts/(Payments) before transfers		£5,692	£0	£5,692	-£5,133
Transfers between funds		£0	£0	£0	£0
<b>Net Movement in Funds</b>		£5,692	£0	£5,692	-£5,133
Cash funds as at last year end		£13,196	£0	£13,196	£18,329
<b>Cash funds at this year end</b>		£18,888	£0	£18,888	£13,196

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 2024

	Unrestricted Funds	Restricted Funds	2024	2023
<b>A. Cash Funds</b>				
Cash at bank with immediate access	£18,888	£0	£18,888	£13,196
	<u>£18,888</u>	<u>£0</u>	<u>£18,888</u>	<u>£13,196</u>
<b>B. Other Monetary Assets</b>				
Gift aid due to charity	£11,153	£0	£11,153	£9,892
	<u>£11,153</u>	<u>£0</u>	<u>£11,153</u>	<u>£9,892</u>
<b>C. Liabilities</b>				
Fee for Independent Examination	£690	£0	£690	£690
	<u>£690</u>	<u>£0</u>	<u>£690</u>	<u>£690</u>

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

	Fund to which asset belongs	Current Value
Freehold Building	Unrestricted	£907,692
		<u>£907,692</u>

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

The accounts were approved by the Trustees on 3<sup>rd</sup> November 2024 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.*

**NOTES TO THE ACCOUNTS**  
**For the year ended 31<sup>st</sup> March 2024**

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	Restricted Funds	Total 2024	Total 2023
<b>2. Voluntary Income</b>				
Offerings	£50,353	£0	£50,353	£43,979
Donations	£0	£3,795	£3,795	£800
Offerings - Tax Refund	£10,434	£0	£10,434	£9,524
GASDS - Tax Refund	£183	£0	£183	£323
	£60,970	£3,795	£64,765	£54,626

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
3. Other				
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 2024

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
<b>4. Direct costs</b>				
Employment Costs (Note 6)	£40,908	£0	£40,908	£41,889
Audio Visual Media	£729	£0	£729	£1,174
Carnival Expenses	£30	£0	£30	£266
Children and Youth Work	£690	£0	£690	£624
Cleaning (Note 6)	£1,437	£0	£1,437	£1,518
Communionware	£0	£0	£0	£367
Independent Examination	£690	£0	£690	£636
Insurance	£1,059	£0	£1,059	£1,009
Legal Fees	£0	£0	£0	£1,999
Light, Heat & Water	£1,851	£0	£1,851	£2,385
Minor Equipment	£76	£0	£76	£1,275
Mission	£0	£3,660	£3,660	£0
Printing, Postage and Stationery	£227	£0	£227	£117
Repairs & Maintenance	£3,775	£0	£3,775	£2,721
Socials	£281	£0	£281	£310
Speakers Gifts	£750	£0	£750	£820
Sundries	£665	£0	£665	£804
Telephone & Broadband	£581	£0	£581	£556
Website	£120	£0	£120	£99
	£53,869	£3,660	£57,529	£58,569

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
<b>5. Grants Paid</b>				
Hardship	£200	£0	£200	£400
Institutions (see below)	£1,436	£135	£1,571	£811
	£1,636	£135	£1,771	£1,211
Bible a month	£36	£0	£36	£36
Creation Ministries	£500	£0	£500	£0
Good News for Everyone	£0	£0	£0	£48
Jesus for Europe	£0	£0	£0	£200
La Finca	£0	£0	£0	£48
Madeira Church	£200	£135	£335	£0
Open Doors	£300	£0	£300	£300
Smile	£400	£0	£400	£179
	£1,436	£135	£1,571	£811

# KNOCKHOLT EVANGELICAL CHURCH

## NOTES TO THE ACCOUNTS (continued) For the year ended 31<sup>st</sup> March 2024

### 6. Employees

The costs below relate to the Pastor who was employed on a 4 days per week basis (2023 4 days per week). One person was employed on a part-time basis to clean (Refer to Note 4).

	2024	2023
Gross Salaries (inc Holiday pay)	£37,752	£39,262
Employers NIC	£0	£0
Other costs	£0	£104
Pension	£3,156	£2,523
Total	£40,908	£41,889

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 1.4.2023	Receipts	Payments	Transfers	Balance at 31.3.2024
<b><u>Unrestricted Funds</u></b>					
General Fund	£10,563	£61,197	-£51,730	-£2,000	£18,030
Designated Funds					
<i>Repairs and Maintenance</i>	£2,633	£0	-£3,775	£2,000	£858
	£13,196	£61,197	-£55,505	£0	£18,888
<b><u>Restricted Funds</u></b>					
<i>Evangelism and Mission</i>	£0	£3,795	-£3,795	£0	£0
	£0	£3,795	-£3,795	£0	£0
<b>TOTAL</b>	<b>£13,196</b>	<b>£64,992</b>	<b>-£59,300</b>	<b>£0</b>	<b>£18,888</b>