



Elmwood

C H U R C H

Registered Charity no 1156256

TRUSTEES ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 31 MARCH 2021

ELMWOOD CHURCH

Trustees Report for the year ended 31 March 2021

References and Administrative Details

Charity registration number 1156256

Registered Address:

Elmwood Church
240 Eccles Old Road,
Salford
M6 8AG

Trustees

The following were Trustees during the year

Angela Hopper (Chair)

Richard Bryce

Richard Haworth

James Hullock

David McCormick

Paul Sanders

Nicholas Stead

Leadership Team

Chris Mellor (Chair)

Jill Baker

Jim Budd

Rebecca Kelly – retired 12 January 2021

David McCormick

Matthew Pierce (Youth and Children's Pastor)

Mindy Reeves

Bankers

HSBC

2-4 St Ann's Square

Manchester

M2 7HD

Independent Examiners

Dunhams

Chartered Accountants

11 Warwick Road

Manchester

M16 0QQ

Trustees Report for year ended 31 March 2021

The Trustees present their report along with the financial statements of the Charity for the year ended 31st March 2021. The financial statements have been prepared in accordance with the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014

Structure, Governance and Management

Governing Document

Elmwood Church is a Charitable Incorporated Organisation registered with the Charity Commission on 18th March 2014. It acquired the assets and liabilities of a previous unregistered charity of the same name on 1st April 2014 and began its activities on that date.

Organisational Structure

The Trustees are legally responsible for the affairs of the church as set out in the church constitution and are accountable to the Charity Commission. They provide oversight in all matters of church life, particularly ensuring the church functions in accordance with the Constitution, Statement of Faith and Members Handbook. Areas of accountability include, but are not limited to; agreeing the mission and vision, financial oversight, employment of staff, health and safety matters, safeguarding of children and vulnerable adults and all other areas of legal compliance

The Trustees delegate responsibility for the spiritual ministry and day-to-day running of the church to the Leadership Team. These are outlined in Elmwood's Members Handbook and include the day-to-day financial management.

Members of the church are accepted in accordance with the Constitution and the guidelines of the Members Handbook. Members meetings take place at least 4 times a year, including an Annual General Meeting, which are open to members and non-members. The members' meeting is the primary place for the Trustees and Leadership Team to bring important issues and strategic decisions for discussion with the members.

Appointment of Trustees

The Trustees are appointed from those who are church members and who have the characteristics of a good church leader, are active in the church and have the necessary spiritual and practical experience. Nominations for Trustees are brought to members meetings' for approval by members only, in accordance with the Constitution and Members Handbook.

Risk Management

All major insurable risks are subject to normal church and employers' insurance. Contractual risks are reviewed before being entered into to assess that they could not significantly impact upon the Church's ability to fulfil its objectives. Risk Assessments are undertaken by staff and volunteers responsible for the area of authority involved. The Trustees undertake an annual review of all areas of risk.

Safeguarding

Appropriate DBS checks are made for all those who work with children or adults at risk and a safeguarding team is in place, along with relevant policies. There were no events of significance which require reporting.

Objectives and Activities

The Objects of the charity are to advance the Christian faith in accordance with the Statement of Faith in such ways and in such parts of the United Kingdom or the world as the Trustees from time to time may think fit. We aim to do this to by growing deeper in devotion, closer in community and further in fruitfulness.

COVID-19

Due to the COVID-19 pandemic Elmwood Church went into lockdown on 17th March 2020 which substantially affected our usual programmes and groups as we were not able to meet in-person for most of the following 12 months.

We have had to adapt throughout the year to ensure Government guidelines are adhered to, whilst being creative in how we continue with activities to achieve our objectives.

ACTIVITIES – during COVID.

For the period 1st April – 31st March 2021 the Objects of the charity have been achieved by the following:

Worship and Services

Virtual services via You Tube replaced in-person services for most of the year to enable worship, prayer and bible teaching to continue for the fellowship. The services reached a wider audience as friends and family from the UK and beyond joined online.

Discipleship

Life Groups have been meeting virtually via Zoom to study the bible, pray together and encourage one another in the Christian faith.

Prayer

Regular corporate prayer events have been held on Zoom to which all are welcome. Prayer support is available for those who request it.

Pastoral Care

Pastoral support is provided through the Staff Team, volunteers and Life Groups.

Children & Young People

All in-person groups had to stop. Sunday groups continued via You Tube links and Zoom meetings. The Youth and Children's Pastor oversees all the groups and works with the staff and volunteers from the church to keep in touch with the children, young people and families Elmwood has links with.

Outreach & Community

All in-person activities had to stop. However, opportunities were taken throughout the year to maintain contact and provide support to the fellowship and local community (see below).

Missions - UK & World

Elmwood Church supports a number of Christian organisations active in the UK and abroad and continued to do this during the pandemic, as well as provide additional financial support to others in need.

The Trustees have read the Charity Commission guidance on public benefit and is satisfied that the activities outlined above clearly demonstrate that the charity is providing a benefit to the public.

Achievement and Performance

Summary of main achievements in the year **April 2020 – March 2021**.

Despite the restrictions of COVID - the Senior Leader, along with the Leadership Team and Trustees, have continued to develop the vision for Elmwood - **to grow deeper in devotion, closer in community and further in fruitfulness**.

Growing Deeper in Devotion

Services - Moved online via You Tube with the exception of two live Carol Services. Consistent viewing numbers have been maintained (500 plus) throughout the 12 months.

Worship - Over seventy different songs were recorded by the music team to use in our Virtual Sunday services. Plans to appoint a part-time Worship Team Leader to develop the music team is being pursued.

Prayer – We have monthly prayer meetings online and a weekly Prayer Email to encourage prayer.

Life Groups – Have continued to meet virtually and have been essential in supporting each other during the pandemic.

Closer in Community

Membership – has remained static while we have not been meeting in person

Pastoral Care - during the pandemic the staff team contacted the fellowship through texts, email, phone-calls and visiting people whilst maintaining social distancing.

Children and Young People – Groups and ministries were moved online where possible. A new Mum's and Babies group was started via Zoom, to help those who were isolated with little ones. Regular Zoom socials were introduced for the young people. A Drive Thru Santa event was provided for children in the local community.

COVID support – members of the fellowship supported those that were on their own, elderly or isolated, by doing shopping and regular COVID-secure contact.

A Hardship Fund was set up to help individuals in need as many faced job cuts and changes.

Further in Fruitfulness

- Café was restarted online via Zoom on Fridays for an hour.
- A successful online Alpha course was run for anyone who wanted to find out more about the Christian faith, with participants attending all over the UK
- Much has been done to reach out, support and encourage the local community - Heron Court, Beechfield Lodge, Lancaster House, Salford Food Bank, Early Essentials, and local retailers - especially during Harvest and Christmas.
- 20% of a legacy was distributed to mission and local charities. Additional gifts were given to support specific groups in need during the pandemic.

Financial Review

The principal source of funding is regular gifts to the church, mainly received from members and regular worshippers. The gifts have proved sufficient to pay the salaries of the church's employees, maintain the church owned building, pay service/utility bills, and support various activities undertaken by the church and support mission work.

Total income for the year was £253,159 (2020 - £243,692) and total expenditure was £210,541 (2020 - £247,325).

Reserves at 31st March 2021 amounted to £2,792,447 (2020- £2,744,918) of which £13,613 (2020 - £8,702) is restricted and £6,084 is designated (2020 – £5,985)

Reserves Policy

The Trustees policy is to retain minimum cash-backed unrestricted reserves sufficient to meet the foreseeable needs of the Church. This is estimated to be around £10,000. At 31 March 2021, the charity had total unrestricted funds of £2,778,834 (2020 - £2,736,216) of which £65,891 (2020 - £24,284) was in cash or cash equivalents. This included £6,084 (2020 - £5,985) of designated funds.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ELMWOOD CHURCH

Independent examiner's report to the trustees of Elmwood Church

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102). 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.

.....
Mr A Edwards ACA ACCA
Institute of Chartered Accountants in England and Wales
Dunhams Chartered Accountants
11 Warwick Road
Old Trafford
Manchester
M16 0QQ

27 September 2021

ELMWOOD CHURCH

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2021

	NOTE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2021	TOTAL FUNDS 2020
		£	£	£	£
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	2	238,175	7,320	245,495	207,934
Charitable activities	3	<u>1,107</u>	<u>0</u>	<u>1,107</u>	<u>35,758</u>
Grants	4	<u>13,877</u>	<u>0</u>	<u>13,877</u>	<u>0</u>
Total incoming resources		253,159	7,320	260,479	243,692
EXPENDITURE ON:					
Charitable activities	5	209,911	2,409	212,320	246,695
Other	6	<u>630</u>	<u>0</u>	<u>630</u>	<u>630</u>
Total resources expended		<u>210,541</u>	<u>2,409</u>	<u>212,950</u>	<u>247,325</u>
Net income (expenditure)		42,618	4,911	47,529	(3,622)
RECONCILIATION OF FUNDS					
Total funds at 31 March 2020		<u>2,736,216</u>	<u>8,702</u>	<u>2,744,918</u>	
Total funds at 31 March 2021		<u>2,778,834</u>	<u>13,613</u>	<u>2,792,447</u>	<u>2,744,918</u>

The notes on pages 10 to 13 form part of these accounts.

There were no recognised gains and losses other than those included in the income and expenditure account

ELMWOOD CHURCH

BALANCE SHEET AT AS 31ST MARCH 2021

	NOTE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2021	TOTAL FUNDS 2020
		£	£	£	£
FIXED ASSETS					
Tangible assets	11	2,712,943	0	2,712,943	2,711,932
CURRENT ASSETS					
Debtors	9	7,365	0	7,365	31,820
Cash at bank and in hand		<u>69,814</u>	<u>13,613</u>	<u>83,427</u>	<u>6,861</u>
		77,169	13,623	90,792	38,681
Creditors:					
Amounts falling due within one year	10	<u>(11,287)</u>	<u>0</u>	<u>(11,287)</u>	<u>(5,695)</u>
NET CURRENT ASSETS		65,892	13,613	79,505	32,986
NET ASSETS		<u>2,778,835</u>	<u>13,613</u>	<u>2,792,448</u>	<u>2,744,918</u>
FUNDS					
Unrestricted		2,778,835		2,778,835	2,736,216
Restricted	12		<u>13,613</u>	<u>13,613</u>	<u>8,702</u>
TOTAL FUNDS		<u>2,778,835</u>	<u>13,613</u>	<u>2,792,448</u>	<u>2,744,918</u>

Approved by the Trustees and signed on their behalf by:

.....
David McCormick
27 September 2021

.....
Angela Hopper
27 September 2021

ELMWOOD CHURCH

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

Accounting Policies

The principal accounting policies are summarized below. The accounting policies have been applied consistently throughout the Year and the preceding period.

Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

Recognition of income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Income from investments is included in the year in which it is received.

Tax reclaims on donations received.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Resources expended

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Charitable expenditure

Comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1. Tangible Fixed Assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation.

Depreciation is provided at rates calculated to write off the cost residual value of each asset over its expected useful life, as follows:

Fixtures, Fittings & Equipment - 20% reducing balance

2. Donations and Legacies

	Unrestricted	Restricted	Total 2021	Total 2020
Donations - gift aided	147,057	5,345	152,402	149,578
Donations - not gift aided	26,181	881	27,062	28,659
Gift Aid tax recovered	29,937	1,094	31,031	29,697
Legacy	<u>35,000</u>	<u>0</u>	<u>35,000</u>	<u>0</u>
	<u>238,175</u>	<u>7,320</u>	<u>245,495</u>	<u>207,934</u>

3. Income from charitable activities

	Unrestricted	Restricted	Total 2021	Total 2020
Playgroup & toddlers	277	0	277	24,626
Events & use of facilities	715	0	715	8,462
Other income	<u>115</u>	<u>0</u>	<u>115</u>	<u>2,670</u>
	<u>1,107</u>	<u>0</u>	<u>1,107</u>	<u>35,758</u>

4. Grants

	Unrestricted	Restricted	Total 2021	Total 2020
HMRC – CJRS	<u>13,877</u>	<u>0</u>	<u>13,877</u>	<u>0</u>
	<u>13,877</u>	<u>0</u>	<u>13,877</u>	<u>0</u>

5. Charitable activities costs

	Unrestricted	Restricted	Total 2021	Total 2020
Insurance, light & heat	9,929		9,929	13,958
Catering & cleaning	8		8	7,550
Repairs & renewals	12,042		12,042	7,227
Premises costs	6,914		6,914	4,811
Salaries & staff costs	114,743		114,743	125,661
Youth & children's work	3,107		3,107	11,890
Speakers expenses	1,040		1,040	3,920
Miscellaneous	3,868	2,409	6,278	3,877
Events	0		0	2,688
Music and worship	2,236		2,236	2,889
Telephone, office and stationery	6,139		6,139	6,694
Training	110		110	837
Donations to mission organisations	46,539		46,539	51,710
Depreciation	<u>3,236</u>		<u>3,236</u>	<u>2,983</u>
Total	<u>209,911</u>	<u>2,409</u>	<u>212,320</u>	<u>246,695</u>

6. Support costs

	Unrestricted	Restricted	Total 2021	Total 2020
Independent examination	<u>630</u>	<u>0</u>	<u>630</u>	<u>630</u>
	<u>630</u>	<u>0</u>	<u>630</u>	<u>630</u>

7. Staff costs

	2021	2020
Salaries and wages	105,474	114,503
Social Security costs	7,529	8,021
Employers NIC rebate	(4,000)	(3,000)
Pension contributions	4,840	5,040
Death in Service	24	0
Reimbursed expenses	<u>876</u>	<u>1,097</u>
	<u>114,743</u>	<u>125,661</u>

No employee received remuneration which would amount to more than £60,000 in any one year.

The average number of employees during the year was:

Pastoral	1	1
Youth & Children' work	2	5
Administration & building maintenance	<u>5</u>	<u>5</u>
	8	11

8. Transaction with Trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (2020 – nil)

No trustee expenses have been incurred (2020 – nil)

9. Debtors

	2021	2020
Gift Aid tax recoverable	2,358	28,034
Prepayments	4,631	3,686
Other debtors	376	<u>100</u>
	<u>7,365</u>	<u>31,820</u>

10. Creditors

Accruals	9,309	3,857
Tax and Social Security	1,978	1,838
Other creditors	<u>0</u>	<u>0</u>
	<u>11,287</u>	<u>5,695</u>

11. Tangible Fixed Assets

	Freehold Property	Fixtures, Fittings & Equipment	Total
Cost at 1 April 2020	2,700,000	43,302	2,743,302
Additions	0	4,247	4,247
Disposals	0	0	0
Cost at 31 March 2021	<u>2,700,000</u>	<u>47,549</u>	<u>2,747,549</u>
Depreciation at 1 April 2020	0	31,370	31,370
Charged for the year	<u>0</u>	<u>3,236</u>	<u>3,236</u>
Total at 31 March 2021	<u>0</u>	<u>34,606</u>	<u>34,606</u>
Net Book Value			
at 1 April 2020	<u>2,700,000</u>	<u>11,932</u>	<u>2,711,932</u>
at 31 March 2021	<u>2,700,000</u>	<u>12,943</u>	<u>2,712,943</u>

12. Restricted Funds

	Brought forward	Incoming	Outgoing	Carried forward
Mission support	6,363	921	1,176	6,107
Sound & Music	668	0	0	668
Building	0	1,000	0	1,000
Hardship	754	5,339	1,233	4,860
Internal Ministries	<u>917</u>	<u>60</u>	<u>0</u>	<u>977</u>
	<u>8,702</u>	<u>7,320</u>	<u>2,409</u>	<u>13,613</u>

Name of restricted fund	Description, nature and purpose of the funds
Mission support	Support of individuals and organisations working in the UK and elsewhere to further Christian Faith and to support the needs of others
Sound & Music	Provision of sound and vision equipment for Elmwood Church
Building	Improvements to the building
Hardship	Provision of assistance both to the fellowship and to the wider community
Internal Ministries	Support internal ministries of Elmwood Church