



Elmwood

C H U R C H

Registered Charity no 1156256

TRUSTEES ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 31 MARCH 2022

ELMWOOD CHURCH

Trustees Report for the year ended 31 March 2022

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 (resigned 19 February 2022)

David McCormick

Paul Sanders

Nicholas Stead

Leadership Team

Chris Mellor (Chair)

Jill Baker

Jim Budd

Lisa Kwanashie (appointed 21 June 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 2022

The Trustees present their report along with the financial statements of the Charity for the year ended 31st March 2022. 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

The effects of the COVID-19 pandemic and changing government guidelines continued to affect our usual programmes and groups in 2021. We have slowly moved from virtual services and groups to re-starting in-person activities from June 2021.

For the period 1st April 2021 – 31st March 2022 the Objects of the charity have been achieved by the following:

Worship and Services

Providing in-person worship, prayer and bible teaching on Sundays and Live Streaming via You Tube has continued for those not yet able to return in-person and for the wider on-line audience that has built up from the UK and beyond

Discipleship

Life Groups meet virtually via Zoom and in-person to study the bible, pray together and encourage one another in the Christian faith.

Prayer

Regular corporate prayer events have been held once a month – both in-person and a Zoom group, 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

Elmwood church caters for all ages from 0 – 18 years. Activities during Sunday Morning Service provide Christian teaching for children and young people from 3 – 18 years. Mid-week there are activities open to the local community including a thriving Toddler Group, a new Mums and Baby group and clubs for Junior School children and Senior School young people. Elmwood Church employs an Early Years Manager and a Youth & Children's Pastor to oversee this work.

Outreach & Community.

The church regularly runs courses for anyone who wants to find out more about the Christian faith. The church has a café one morning a week, which is open to everyone and is well attended by the local community. The church has built links with local charities and is seeking to do more in the community through Festival:Manchester - Love-Where-U-Live – during 2022.

Missions - UK & World

Elmwood Church supports a number of Christian organisations active in the UK and abroad.

Elmwood Activities	Frequency	Age	Numbers
Mums and Baby Group	Tuesday mornings term-time	0-1	8
Toddlers	Wednesday mornings term-time	0-2	20
Junction	Friday evenings term-time	7-11	20
n:counter	Friday evenings term-time	11-14	20
Cafe	Weekly term-time	All	30

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 2021 – March 2022.**

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

Values

Elmwood Leadership have identified six key Values which describe how we want to be as a church in fulfilling our Vision: Spirit Led, Courageous, Compassionate, Connected, Empowering, Joyful

Services

In-person services from June 2021 and since all COVID restrictions have been lifted, the majority of fellowship have returned with new people coming along.

Worship

Plan to appoint a part-time Worship Team Leader to develop the music team.

Prayer

Monthly prayer meetings online and a weekly Prayer Email to encourage prayer.

Closer in Community

Membership

New people have started to come and membership is slowly increasing.

Life Groups

There are twelve groups that meet regularly together but more leaders and groups are needed.

Children and Young People

Mums and Babies Group and Toddlers re-started in-person from September 2021 and numbers increased. The mid-week children and youth clubs returned on-site as did the groups on Sunday mornings. A summer holiday club was held in August 2021. The Youth Group went on a weekend away Feb 2022. The Youth & Children's Pastor worked with Message Trust to deliver "No Knives" Tour in local Salford schools.

Support

A Hardship Fund is in place to help individuals in need as many faced job cuts and changes.

Further in Fruitfulness

- 20% of the budget was distributed to mission and local charities.
- Friday Morning Café re-started in-person in June 2021 and is well attended by all ages from the local area.
- Developing links with Lancaster House – a local not-for-profit organisation providing support and housing for homeless young men – and supporting where able.
- Supporting Early Essentials – a charity which provides starter packs for vulnerable mums and babies.
- Family Fun Day in August 2021

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 £235,875 (2021 - £260,479) and total expenditure was £250,361 (2021 - £212,950).

Reserves at 31st March 2022 amounted to £2,777,963 (2021- £2,792,448) of which £9,176 (2021 - £13,612) is restricted and £12,145 is designated (2021 – £6,084)

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 £30,000. At 31 March 2022, the charity had total unrestricted funds of £2,768,790 (2021 - £2,778,835) of which £56,032 (2021 - £65,891) was in cash or cash equivalents. This included £12,145 (2021 - £6,084) 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 2022.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a 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 in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

.....*Andrew Edwards ACA ACCA*.....

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

14 June 2022

ELMWOOD CHURCH

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2022

	NOTE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2022	TOTAL FUNDS 2021
		£	£	£	£
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	2	220,615	4,150	224,765	245,495
Charitable activities	3	<u>9,274</u>	<u>0</u>	<u>9,274</u>	<u>1,107</u>
Grants	4	<u>1,836</u>	<u>0</u>	<u>1,836</u>	<u>13,877</u>
Total incoming resources		231,725	4,150	235,875	260,479
EXPENDITURE ON:					
Charitable activities	5	241,145	8,586	249,731	212,320
Other	6	<u>630</u>	<u>0</u>	<u>630</u>	<u>630</u>
Total resources expended		<u>241,775</u>	<u>8,586</u>	<u>250,361</u>	<u>212,950</u>
Net income (expenditure)		(10,050)	(4,436)	(14,486)	47,529
RECONCILIATION OF FUNDS					
Total funds					
at 31 March 2021		<u>2,778,837</u>	<u>13,612</u>	<u>2,792,449</u>	
Total funds					
at 31 March 2022		<u>2,768,787</u>	<u>9,176</u>	<u>2,777,963</u>	

The notes on pages 10 to 14 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 2022

	NOTE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2022	TOTAL FUNDS 2021
		£	£	£	£
FIXED ASSETS					
Tangible assets	11	2,712,908	0	2,712,908	2,712,943
CURRENT ASSETS					
Debtors	9	8,572	124	8,696	7,365
Cash at bank and in hand		<u>56,032</u>	<u>9,052</u>	<u>65,084</u>	<u>83,427</u>
		64,604	9,176	73,780	90,792
Creditors:					
Amounts falling due within one year	10	<u>(8,725)</u>	<u>0</u>	<u>(8,725)</u>	<u>(11,287)</u>
NET CURRENT ASSETS		55,879	9,176	65,055	79,505
NET ASSETS		<u>2,768,787</u>	<u>9,176</u>	<u>2,777,963</u>	<u>2,792,448</u>
FUNDS					
Unrestricted		2,768,787		2,768,787	2,778,835
Restricted	12		<u>9,176</u>	<u>9,176</u>	<u>13,613</u>
TOTAL FUNDS		<u>2,768,787</u>	<u>9,176</u>	<u>2,777,963</u>	<u>2,792,448</u>

Approved by the Trustees and signed on their behalf by:

.....
David McCormick
3 May 2022

.....
Angela Hopper
3 May 2022

ELMWOOD CHURCH

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

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

The presentational currency is pound sterling, and the accounts are rounded to the nearest pound.

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 2022	Total 2021
Donations - gift aided	138,021	650	138,671	152,402
Donations - not gift aided	45,344	3,343	48,687	27,062
Gift Aid tax recovered	33,958	157	34,115	31,031
Legacy	<u>3,292</u>	<u>0</u>	<u>3,292</u>	<u>35,000</u>
	<u>220,615</u>	<u>4,150</u>	<u>224,765</u>	<u>245,495</u>

3. Income from charitable activities

	Unrestricted	Restricted	Total 2022	Total 2021
Early Years Groups	4,467	0	4,467	277
Events & use of facilities	2,145	0	2,145	715
Other income	<u>2,662</u>	<u>0</u>	<u>2,662</u>	<u>115</u>
	<u>9,274</u>	<u>0</u>	<u>9,274</u>	<u>1,107</u>

4. Grants

	Unrestricted	Restricted	Total 2022	Total 2021
HMRC – CJRS	<u>1,836</u>	<u>0</u>	<u>1,836</u>	<u>13,877</u>
	1,836	0	1,836	13,877

5. Charitable activities costs

	Unrestricted	Restricted	Total 2022	Total 2021
Insurance, light & heat	12,137		12,137	9,929
Catering & cleaning	3,660		3,660	8
Repairs & renewals	16,514		16,514	12,042
Premises costs	3,149		3,149	6,914
Salaries & staff costs	126,609		126,609	114,743
Youth & children's work	10,599		10,599	3,107
Speakers expenses	1,090		1,090	1,040
Miscellaneous	1,704	3,514	5,218	6,278

Rebranding	5,615		5,615	0
Events	3,150		3,150	0
Music and worship	1,774		1,774	2,236
Telephone, office and stationery	5,012		5,012	6,139
Training	4,440		4,440	110
Donations to mission organisations	42,465	5,072	47,537	46,539
Depreciation	<u>3,228</u>		<u>3,228</u>	<u>3,236</u>
Total	<u>241,145</u>	<u>8,586</u>	<u>249,731</u>	<u>212,320</u>

6. Support costs

	Unrestricted	Restricted	Total 2022	Total 2021
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

	2022	2021
Salaries and wages	113,667	105,474
Social Security costs	8,850	7,529
Employers NIC rebate	(4,000)	(4,000)
Pension contributions	5,466	4,840
Death in Service	143	24
Reimbursed expenses	<u>2,483</u>	<u>876</u>
	<u>126,609</u>	<u>114,743</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	2
Administration & building maintenance	<u>4</u>	<u>5</u>
	7	8

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 (2021 – nil)

No trustee expenses have been incurred (2021 – nil)

9. Debtors

	2022	2021
Gift Aid tax recoverable	3,704	2,358
Prepayments	4,909	4,631
Other debtors	83	<u>376</u>
	<u>8,696</u>	<u>7,365</u>

10. Creditors

Accruals	6,493	9,309
Tax and Social Security	2,232	1,978
Other creditors	<u>0</u>	<u>0</u>
	<u>8,725</u>	<u>11,287</u>

11. Tangible Fixed Assets

	Freehold Property	Fixtures, Fittings & Equipment	Total
Cost at 1 April 2021	2,700,000	47,549	2,747,549
Additions	0	3,193	3,193
Disposals	0	0	0
Cost at 31 March 2022	<u>2,700,000</u>	<u>50,742</u>	<u>2,750,742</u>
Depreciation at 1 April 2021	0	34,606	34,606
Charged for the year	<u>0</u>	<u>3,228</u>	<u>3,228</u>
Total at 31 March 2022	<u>0</u>	<u>37,834</u>	<u>37,834</u>
Net Book Value			
at 1 April 2021	<u>2,700,000</u>	<u>12,943</u>	<u>2,712,943</u>
at 31 March 2022	<u>2,700,000</u>	<u>12,908</u>	<u>2,712,908</u>

12. Restricted Funds

	Brought forward	Incoming	Outgoing	Carried forward
Mission support	6,107	2,431	5,072	3,466
Sound & Music	668	0	0	668
Building	1,000	0	0	1,000
Hardship	4,860	114	1,962	3,012
Internal Ministries	<u>977</u>	<u>1,605</u>	<u>1,552</u>	<u>1,030</u>
	<u>13,612</u>	<u>4,150</u>	<u>8,586</u>	<u>9,176</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 of internal ministries of Elmwood Church