

WOOLWICH COMMUNITY CHURCH
Annual Report of the Trustees of the
Church

For the year ended 31 May 2022

Chair of Trustees

Tania Smith

Bank:

Barclays Bank, Woolwich

Independent Examiner:

Ms. Sue Peach

Charity Number:

1157291

WOOLWICH COMMUNITY CHURCH
(REG. CHARITY TO 1157291)

TRUSTEES ANNUAL REPORT

FOR THE PERIOD 1ST JUNE 2021 TO 31ST MAY 2022

Woolwich Community Church

The Church is a registered Charity which operates principally in the Woolwich area of South East London within the borough of Royal Greenwich. Our membership is principally drawn from the SE18 area and other parts of London.

The Church is a Charitable Incorporated Organisation and is registered with the Charity Commissioners. The Church's governing document is its Constitution. WCC is affiliated with the Pioneer Churches who is a member of the Evangelical Alliance.

Woolwich Community Church's principal registered address as a Charity is **112 Ancona Road SE18 1AD**. The Aims of Woolwich Community Church

The aims and objectives of the Church are as set out in our Constitution - namely: -

- The advancement of the Christian faith for the public benefit as set out in the Basis of Faith statement of the Evangelical Alliance UK.
- Seek new followers and converts
- Provide a place of Christian worship
- Raise awareness and understanding of Christian belief and practice through instruction, and the study of the Bible.
- Undertake Missionary and outreach work in the local community and further afield including overseas - particularly amongst people affected by poverty or natural disaster.

Management of the Church Trustees

The Church has an active Board of Trustees who provide the overall management of the Charity in terms of governance, financial oversight, review of decision making and risk management. The Trustees have a broad range of skills and experience which include those of legal, financial, human resources, planning and administration. Debo Oluwatuminu who was Chair of Trustees has stepped down.

The Church has the following Trustees: -

Debo Oluwatuminu	Chair of the Trustees – Stepped down in September 2021.
Tania Smith	Trustees
Neena Samuel	Trustee and Secretary to the Trustees
Olushola Laguda	Trustee
Petruta Nila	Trustee and Treasurer
Shan Rogbeer	Trustee

The Charity can have up to 10 Trustees. New Trustees are appointed by the Board of Trustees. Each Trustee is appointed for a specific time period.

The Trustees generally meet quarterly unless there are urgent matters requiring additional meetings; then they meet sooner. In line with the Church's constitution some Trustee decisions are agreed using electronic communication i.e. email.

The Trustees will also approve documents and policies that impact on the operation and governance of the Charity including Child and Adult Protection (Safeguarding), Health and Safety, Covid-19 Government Guidelines and Reserves policy.

Church Leadership Team

The Leadership Team (TLT) provides spiritual ministry, strategic and operational leadership of the Church. The Leadership Team (TLT) consists of the Pastor of the Church and other senior members

of the congregation. From time-to-time other church members come to the meetings for individual items for discussion.

Where We Meet

The Church is using the new building at the Woolwich Common Community Centre as its main place for church services and meetings. We no longer have an office at the new Centre. There is in partnership with Greenwich Council. Woolwich Community Church has enjoyed a good working relationship with the Centre management.

The Church also uses other buildings and Churches as needed for outreach and services. Some meeting such as house groups and prayer meetings, are held in the homes of congregation members.

The Church is growing and developing and has been considering moving to another larger facility. The Building Finding Group has been active in seeking the views of church members on their visions and uses for the new building, developing business and project plans and researching various options. This continues to be a major piece of work and commitment for the Church, and the Trustees are keen to ensure that the project can be managed within the resources available.

When Covid-19 restriction was partly removed, risk assessments were in place and WCC continued to follow and implement all the new updates from UK Government's Public Health information. Safeguarding was reviewed. Meeting in person was happening every 2 weeks, with a maximum of 30 people. Otherwise, live streaming or rerun of recorded services was available to members of the congregation and a wider audience online. Online presence continued to be available and on-going support was offered to the local community. Members of the congregation and those further afield were able to access the on-line services every Sunday from 10.30 till 12.00. New equipment was purchased to continue providing online services.

WCC continues to provide pre-recorded on-line Services. Also, several Zoom groups have been established within the church for all members of the congregation, for example, the prayer groups on Monday, Wednesday and Friday.

The Church aims to provide a completely open and welcoming environment to newcomers and visitors to all of our activities. The Church is locally based, and the majority of the congregation live in the general area.

After the pandemic, numbers varied from week to week - the average attending each Sunday morning being around 60 -70, out of a total membership of around 100. We have a considerable turnover of membership due to the nature of the area and this makes the greeting of new people important and we are often saying goodbye to old friends.

Life gathering's – Members of the congregation, are meeting in house groups on a fortnightly basis. As WCC has now developed into a hybrid church, we are no longer limited to meet in a physical place. Members and their friends are joining the online prayer session 3 times a week.

Our Church is charismatic and evangelical, and our services are lively. The members are from a diverse ethnic mix in this area. There is a wide age range from babies to people of 80 and over.

Website and emails

Church members' details are held in compliance with General Data Protection Regulation 2018 (GDPR) requirements.

Pioneer

Although Woolwich Community Church is a wholly independent organisation, we have continued to develop our links with the Pioneer Church Network and come under their overall umbrella. The Pioneer network is a Federation of Churches which provides a relational network that connects, inspires, and equips Churches in the UK. Linking with the Pioneer Network provides us with far greater resources and support. We have known many of the Pioneer leadership team for many years, since the days when we were part of Ichthus Christian Fellowship and we believe that this linkage is beneficial to our work in WCC.

Main Activities During the Year 2021 – 2022

Woolwich Community Church holds a range of activities. These include regular Sunday morning services, larger celebrations, house groups, children and youth work, bible studies, training days and prayer meetings. Some of our meetings draw people from different churches. Pre-recorded online Services continue to have an impact on the local community and further afield.

In addition, the Leadership Team meets and maintains relationships with Greenwich Evangelical Leaders and iNet. WCC is a member of iNet, which is a small mission agency working alongside multiple churches.

Some members of the Church undertake prison visits and also provide ongoing contact and support to those men when they are released. In some cases, ongoing pastoral contact and support may continue for several years.

WCC supports the Greenwich churches foodbank through collecting food.

Some of our members also help with Greenwich Night Shelter for the homeless during the winter months. At present, two members of the congregation are volunteers.

Throughout the year, Woolwich Community Church has engaged in a number of activities.

In July 2021, WCC was discussing the development of the new Community Centre with GCDA, and the need to access a number of rooms for different types of meetings and for storage. The leadership Team was searching for new trustees to join WCC. There was a number of activities during the Black History month.

Both Mitzi and Verena attended the church leaders' day at iNet conference at All Nations Christian College. Also, Pastor Kelly and Mitzi attended a Pioneer retreat at High Lee.

WCC gave a gift of £500 to the Samara appeal for widows in Syria.

During the summer months, WCC had a number of picnics at Charlton Park, followed by worshipping and prayers. Live streaming continued and Covid regulations, including risk assessment, were being updated. WCC was becoming more like a hybrid church and supporting those who could not attend physically. The Men's Group 'Ministry of Transformation', continued to meet, via ZOOM, every Sunday from 16.00. There was a week of prayer and fasting in September 2021, from 21 – 24.

In October 2021, DBS checks were being undertaken in order to start up a youth group. This was successful with a new group of young men and women. The Leadership Team had a weekend away at Little Stone. Also, the planned baptisms had to be cancelled because other churches with a baptismal pool were unable to host us due to Covid regulations. WCC was able to purchase new media equipment to improve the quality of online church.

For the months of November and December, the wider Leadership team had an away day. WCC became a full member of iNet. Also, the search for new trustees continued and the Leadership Team appointed two new members. The Covid-19 regulations and risk assessment were updated.

Before Christmas 2021, there was a fellowship meal at the Community Centre and then WCC had the Christmas carol service on 19th December 2021. The Community Centre was closed over Christmas and New Year. The need for WCC to have their own venue was being discussed. This has been on-going.

WCC welcomed the new year in January 2022 by having a joint meeting with the Leadership Team and all the Trustees. The search for new premises was discussed and will remain on the agenda as part of new developments for WCC. The Youth gatherings had great sessions and the group is growing in numbers.

Sadly, a member of the congregation passed away. The move to the new Community Centre was imminent and a new chair of trustees, Tania Smith, was appointed.

For the month of February 2022, there were a number of events, including training for media and PA and safeguarding. Mental health was discussed in a congregation ZOOM session. An iNet intern from America joined the youth team. There was another week of prayer and fasting on 21 – 25 February.

In March 2022, the Pioneer leadership conference was in Manchester and Pastor Kelly attended in person, while other leaders followed on-line. There was a joint Sunday service on-line for all Pioneer churches in UK.

During that month, WCC women met at Ashburnham for a retreat and this was a successful event. On the 27th March 2022, WCC moved into the new Community Centre. Prior to that, the Joint Trustees and Leadership Team had a meeting and policies were reviewed.

April was a popular month with a number of events taking place. The Leadership Team had a weekend away in Margate. Issues around the new hall were discussed with GCDA members. WCC agreed that all Leadership and Trustees needed to have DBS checks as well as all youth and children's workers. This was implemented. There was another Wider Leadership Team away day on 23 April 2022, and discussions on the impact of the new Community Centre were held.

For the month of May, WCC Youth work was growing and new young men were joining. It was agreed that there was a need for adult male mentors to attend Sunday sessions to support the youth. The open evangelism in Woolwich town centre was relaunched and reaching a number of people. This event was successful and a number of people were spoken to and prayed for.

Finally, the WCC Website was updated.

The Church maintains a Pastoral Fund which is available to church members and non-members who are experiencing financial hardship. During the lockdown, WCC Financial support was offered to those suffering hardships. These gifts are on a strictly confidential basis and the decision who will benefit from them is made by the Leadership Team. As the gifts from the Pastoral Fund need to be made on a confidential basis, it is possible that these may include Trustees – however, the Trustees themselves do not decide on which gifts are to be made. The Pastoral Fund is a Restricted Fund and is accounted for separately within the Church's accounts.

Employees

The Church has a full-time paid Pastor (Kelly Cotterell) and a part time administrator (Verena Foster). All staff are managed by Pastor Kelly.

Workplace Pension

The Church has provided a Workplace Pension for its employees as from 1st August 2017 in compliance with the Workplace Pensions regulations. The options were laid out in a report to the Trustees who then selected NEST to be the Pension Provider. NEST is used by many Charities and similar organisations.

The rest of the Church's work is undertaken by members on a volunteer basis, who provide everything from welcoming and stewarding, worship leading, maintaining the website, setting up and maintaining the P.A. systems and sound desk. It also includes making teas and coffees, children and youth work, service administration, leading services and other meetings, and setting up and down everything every Sunday. The Church could not function without volunteers and the Leadership Team and Trustees are very grateful for all their work.

Financial Review

The Church had a financial surplus of **£9,433** within the year, slightly lower than the previous year due to increased expenditure to meet the church's needs. The balance brought forward from the previous year of **£155,514** means that the Church carried forward a bank balance of **£164,946** into the new year.

The Church's main source of funds is from its congregation members with occasional gifts from others. Many members give a regular gift using the principle of tithing (1/10 of their income). Members are encouraged to use the Gift Aid scheme for their giving which will allow the Church to reclaim tax paid on that gift income from HMRC. Gift Aid claims are made quarterly.

The church's income primarily comes from gifts from members and is mainly used to provide salaries for employees, and hall hire charges. Further details are provided within the accounts.

The Church has a current account with Barclays Bank. In view of the very low returns available on deposit accounts currently - around 0.5% - the Church does not yet have any funds in a deposit or investment account. This will be reviewed if interest rates increase.

The Church's insurances are provided via Kingdom Bank and these have been renewed for 2021/2022.

The Church has an agreed Reserves policy based on an assessment of the main risks to its financial stability. The assessment allows for risks due to a reduction in giving by Church Members, unexpected expenditure, and temporary cash flow issues. The policy also allows for the Church's position of renting property rather than owning which reduces the risk of unexpected high levels of property and maintenance related expenditure.

The policy effectively allows for a reserve to cover one month's gift income from members, plus an amount (£1,000) for unexpected expenditure which could not be deferred. The policy will be reviewed as required and the required balance compared to the free actual funds available.

If the Church goes ahead with acquiring a new property that reserves policy will have to be reviewed.

Declaration

The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the charity's trustees Signature

A handwritten signature in black ink that reads "Tania Smith". The signature is written in a cursive, flowing style.

Full name: Tania Smith

Position: Chair of Trustees

Date: March 2023

WOOLWICH COMMUNITY CHURCH

Financial Statements of the Church

For the year ended 31 May 2022

Chair of Trustees

Tania Smith

Bank:

Barclays Bank, Woolwich

Independent Examiner:

Ms. Sue Peach

Charity Number:

1157291

Independent Examiner's Report to the Trustees of Woolwich Community Church

I report on the accounts of the church for the year ended 31 May 2022, which are set out on pages 1 to 4.

Respective responsibilities of the Church's Trustees and Examiner

The Church's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Church and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ms. Sue Peach
Independent Examiner
Relevant Professional Qualification: CPFA

Date: 5TH February 2023

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WOOLWICH COMMUNITY CHURCH					Prev Year 2020/21	Prev Year 2019/20	Prev Year 2018/19
RECEIPTS & PAYMENTS ACCOUNT FOR THE FINANCIAL YEAR ENDED 31ST MAY 2022							
	Notes	Unrestricted funds	Restricted Funds	Total	Total	Total	Total
Receipts		£	£	£	£	£	£
Gift Aid Giving	2 (i)	76,967		76,967	74,485	67,753	71,051
Non Gift Aid Giving	2 (i)	4,815		4,815	3,373	8,349	12,531
Gift Aid Tax Refund - GASDS		18,566		18,566	2,000	17,876	21,282
Ashburnham weekend inc.	3	4,074		4,074	4,558	2,844	-
Transfers to Missions	2 (ii)	(770)		(770)	-	(122)	(730)
Transfers to Pastoral Fund (G/Aid)	2 (ii)	(654)		(654)	-	(128)	(1,623)
Transfers to Building fund (G/Aid)	2 (ii)	(462)		(462)	-	(2,607)	(2,096)
Pastoral Fund inc.	2 (ii)		3,619	3,619	5,645	3,608	1,623
Prison Ministry Fund inc.	2 (ii)		650	650	50	692	730
Building Fund inc.	2 (ii)		1,182	1,182	962	6,766	16,811
Missions inc.			1,070	1,070	440		
Misc inc.		1,000		1,000	(148)	695	1,356
TOTAL RECEIPTS		103,537	6,520	110,057	91,365	105,726	120,935
Payments							
People Costs	5	53,226		53,226	50,590	48,809	37,367
Media		8,764		8,764	5,157	1,870	453
Affiliation Subscriptions		3,880		3,880	3,039	3,100	
Admin		506		506	552	5,817	1,257
Property	6	9,120		9,120	5,174	12,891	14,976
Children & Youth		940		940	30	637	3,221
Ashburnham weekend	3	8,220		8,220	2,693	2,556	1,500
Training		4,575		4,575	1,090	1,408	3,407
Misc		1,570		1,570	1,676	848	1,642
Pastoral Fund	2 (ii)		2,825	2,825	3,674	4,430	290
Prison Ministry Fund	2 (ii)		317	317	354	636	447
Missions			6,681	6,681	4,297		
TOTAL PAYMENTS		90,802	9,823	100,625	78,325	85,582	69,480
NET RECEIPTS		12,735	(3,303)	9,433	13,040	20,143	51,456
Balances Brought Forward		127,311	28,203	155,514	142,474	122,331	70,874
Balances Carried Forward 31 May		140,046	24,901	164,946	155,514	142,474	122,331
Page 1	The notes on pages 1-4 form part of these accounts						

WOOLWICH COMMUNITY CHURCH					Prev Year 2020/21	Prev Year 2019/20	Prev Year 2018/19	Prev Year 2017/18
STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST MAY 2022								
	Notes	Unrestricted funds	Restricted Funds	Total	Total	Total	Total	Total
ASSETS								
Cash Funds		£	£	£	£	£	£	£
Cash Balances (Petty Cash)		-	-	-	-	200	200	200
Bank Current Account		140,046	24,901	164,946	155,514	142,274	122,131	70,674
Total Cash Funds		140,046	24,901	164,946	155,514	142,474	122,331	70,874
Other monetary assets								
Estimated gift aid tax refund due	8	20,421	354	20,774	19,868	1,263	1,542	1,444
Total Monetary Assets		20,421	354	20,774	19,868	1,263	1,542	1,444
LIABILITIES								
Property	9	426	-	426	426	250	1,000	992
Amounts due to HMRC	10	675	-	675	675	667	702	625
Pension	11	-	-	-	-	-	-	125
Total Liabilities		1,101	-	1,101	1,101	917	1,702	1,742
Approved by Woolwich Community Church and signed on its behalf by								
Page 2		The notes on pages 1 to 4 form part of these accounts						

WOOLWICH COMMUNITY CHURCH

NOTES TO FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31ST MAY 2022

1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and on the Receipts and Payments basis.

2 ANALYSIS OF FUND MOVEMENTS FOR THE YEAR

- (i) **UNRESTRICTED FUNDS** may be used by the Church for any of its ordinary purposes. The movements in the fund are shown in the Receipts and Payments Account
- (ii) **RESTRICTED FUNDS** represent donations and gifts received for a specific purpose. The funds may only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund and cannot be absorbed into General Funds. Receipts include Gift Aid on specific giving for the Pastoral Fund and, Prison Ministry and the Building Fund as per below.

FUND NAME	PURPOSE	Bal B/f	Receipts	Payments	Bal 31st May
Building Fund	Identifying and acquiring a new building for the Church	£25,687	£1,182	£0	£26,869
Prison Ministry	Resources for prison ministry	£36	£650	£317	£369
Pastoral Fund	Relief of financial hardship	£2,481	£3,619	£2,825	£3,274
		£28,204	£5,450	£3,142	£30,512

3 Analysis of Receipts and Payments Items

These are shown in the Receipts and Payments Account on Page 1. **Ashburnham** is various retreats (for women, men and mixed groups) at Ashburnham Christian Centre.

5 PEOPLE COSTS - consists of:-

Paid Employees	
Gross salaries and wages	£39,720
Employer's National Insurance costs (small employer scheme)	£9,115
Pensions	£3,381
	£52,216
Visiting preachers	£806
Total People Costs	£53,226
Average number of employees	2.0

6 PROPERTY COSTS - Consist of costs for:-

Woolwich Common Community Centre hire charge	£8,547
Other costs - storage etc.	£573
	£9,120

- Payments to Trustees** - No expenses were paid to Trustees, however as the Church Leadership Team make
- 7 confidential payments from the Pastoral Fund it is possible that such payments may include those to a Trustee.
 - 8 **Gift Aid** tax refund due for May 2021 - May 2022 and GASDS
 - 9 Hire charge due for use of Woolwich Common Community Centre for May 2022
 - 10 Amount due to HMRC for payroll deductions but not yet paid over. No employer's NI cost is shown due to the credit for small employers.
 - 11 The Church has started a workplace pension for its employees with **NEST**. The Church complies with the Pensions Regulator's requirements for employer's contribution. No outstanding liability for YE 2021/2022.

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Pension	11	-	-	-	-	-	-	125
Total Liabilities		1,101	-	1,101	1,101	917	1,702	1,742
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WOOLWICH COMMUNITY CHURCH

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The Financial Statements have been prepared in accordance with the Charities Act 2011 and on the Receipts and Payments basis.

2 ANALYSIS OF FUND MOVEMENTS FOR THE YEAR

- (i) **UNRESTRICTED FUNDS** may be used by the Church for any of its ordinary purposes. The movements in the fund are shown in the Receipts and Payments Account
- (ii) **RESTRICTED FUNDS** represent donations and gifts received for a specific purpose. The funds may only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund and cannot be absorbed into General Funds. Receipts include Gift Aid on specific giving for the Pastoral Fund and, Prison Ministry and the Building Fund as per below.

FUND NAME	PURPOSE	Bal B/f	Receipts	Payments	Bal 31st May
Building Fund	Identifying and acquiring a new building for the Church	£25,687	£1,182	£0	£26,869
Prison Ministry	Resources for prison ministry	£36	£650	£317	£369
Pastoral Fund	Relief of financial hardship	£2,481	£3,619	£2,825	£3,274
		£28,204	£5,450	£3,142	£30,512

3 Analysis of Receipts and Payments Items

These are shown in the Receipts and Payments Account on Page 1. **Ashburnham** is various retreats (for women, men and mixed groups) at Ashburnham Christian Centre.

5 PEOPLE COSTS - consists of:-

Paid Employees	
Gross salaries and wages	£39,720
Employer's National Insurance costs (small employer scheme)	£9,115
Pensions	£3,381
	£52,216
Visiting preachers	£806
Total People Costs	£53,226
Average number of employees	2.0

6 PROPERTY COSTS - Consist of costs for:-

Woolwich Common Community Centre hire charge	£8,547
Other costs - storage etc.	£573
	£9,120

- Payments to Trustees** - No expenses were paid to Trustees, however as the Church Leadership Team make
- 7** confidential payments from the Pastoral Fund it is possible that such payments may include those to a Trustee.
- 8** **Gift Aid** tax refund due for May 2021 - May 2022 and GASDS
- 9** Hire charge due for use of Woolwich Common Community Centre for May 2022
- 10** Amount due to HMRC for payroll deductions but not yet paid over. No employer's NI cost is shown due to the credit for small employers.
- 11** The Church has started a workplace pension for its employees with **NEST**. The Church complies with the Pensions Regulator's requirements for employer's contribution. No outstanding liability for YE 2021/2022.