

**KING'S CHURCH GUILDFORD  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST AUGUST 2021**

**Charity number 1158254**

**Jacob Cavenagh & Skeet  
Chartered Accountants  
5 Robin Hood Lane  
Sutton  
Surrey SM1 2SW**

**KING'S CHURCH GUILDFORD**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31ST AUGUST 2021**

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# KING'S CHURCH GUILDFORD

## CHARITY INFORMATION

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<b>Charity Registration No</b>	1158254
<b>Principal Address</b>	PO Box 1605 Guildford GU1 9ET
<b>Treasurer</b>	Mr A McGraw (appointed 15.06.2021)
<b>Trustees</b>	Rev R P Leadbeater Mr D De Villiers Mr G Knight Mr N Burley (resigned 02.08.2021) Mr J Stone (resigned 17.05.2021) Mr A McGraw (resigned 21.03.2021) Mrs J Duddy (resigned 08.06.2021) Mrs S Edmonds (resigned 08.06.2021) Mr P Purves (resigned 24.05.2021) Mr R Castro (appointed 10.10.2021)
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Solicitors</b>	Edward Connor Solicitors 49-51 East Road Hoxton London N1 6AH
<b>Independent examiner</b>	Miriam Hickson CTA FCA Jacob Cavenagh & Skeet 5 Robin Hood Lane Sutton Surrey SM1 2SW

## **KING'S CHURCH GUILDFORD**

### **TRUSTEES REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

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The Trustees have pleasure in submitting their Annual Report and the financial statements for the year ended 31 August 2021, which have been prepared in accordance with the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102). The church is a charitable incorporated organisation and is governed by its constitution. It was registered with the Charity Commission on 15 August 2014.

#### **Objectives and activities**

The objects of the charity remain the same - to promote the advancement of the Christian faith in accordance with our statement of faith; and to carry out other charitable activities associated with the Christian faith for the public benefit.

During the year, the church experienced some changes in personnel. In September 2020, Eunseog Lee and Leon Newell began 12-month roles as Ministry Trainees, joining Richard Leadbeater, Nathan Burley & Carole de Villiers on the Staff Team.

During the year, the Coronavirus Pandemic continued to have a significant impact on how King's Church functioned. A number of volunteers were affected with ill health, unemployment and the stress of lockdown life. From September 2020 to April 2021, all our Services were broadcast online or via Zoom. This was difficult since we missed seeing one another in person, but it was a great joy to be able to minister to and support people from all parts of our community, around the country and even in far flung parts of the world!

We were very glad to start meeting together in person again in May 2021, even with all the various COVID restrictions and cautions we needed to put in place. It was great to see so many volunteers step up to serve and hidden behind face masks were many smiles of joy!

Despite the effect of the Pandemic, we have continued to organize our ministry into 5 main areas:

#### **EVANGELISING**

Our Evangelising ministry is about people coming to faith. Over the last 12 months, we hosted an online Explore Course for people to investigate the Christian faith, posted talks online trying to answer big questions people might be asking, held online Carol Services and a Zoom event where we thought about a Christian perspective on suffering.

But evangelising isn't just about programmes and events, it's about people and relationships. So, alongside providing opportunities for people to 'come and hear' the gospel, we are striving to be a people who 'go and tell' the gospel. That means getting alongside our friends, family, neighbours and work colleagues; loving them, spending time with them and prayerfully seeking to speak about Jesus to them. It's been hugely encouraging to hear of conversations about Jesus that many in the church family are having with their unbelieving friends. It's been a thrilling to hear of a number of people becoming Christians during lockdown.

#### **ENGAGING**

Our Engaging ministry is about people joining the family. As a church family, we want to reflect our Heavenly Father's gracious welcome of people into his family. Therefore, we work hard to make everyone feel welcome at King's, whether older or younger, regular or visitor, believer or doubter. We also want to help Christians keen to make King's their home to settle in as easily and as quickly as possible - to become gospel partners in our 'family on mission'.

That's why we have held online coffee times after our services to try and connect with people who might be watching online services. We have also moved our 'Hello Cards' to short online forms for people to fill in should they want more information. 'Welcome' is very different when not in person, but we have strived during the Pandemic to continue to help people connect with the church family, by having a dedicated 'Hospitality Team'.



#### ESTABLISHING

Our Establishing ministry is about people growing in maturity. Psalm 1 contrasts the difference between the person who delights in God's word with the person who rejects God's word. The former is likened to a strong, flourishing tree, whilst the latter is described as 'chaff blown away by the wind'. At King's we want people to thrive and flourish in the Christian life - to grow increasingly mature in Christ. This maturity is brought about by the work of God's Spirit through the teaching of God's word.

That is why we have continued to teach and talk about the Bible with all ages in the church family, through Zoom small groups for children, young people, students and adults.

#### EQUIPPING

Our Equipping ministry is about people training for service. According to Ephesians, ministry is not just done by the pastor to the people. Rather, pastors teach the Bible so that the people might do ministry to others. Therefore, we want to grow a culture of training where every Christian at King's is equipped to do all kinds of ministry to all sorts of people in all manner of contexts. This is why, in the last 12 months, we have put on training events for Student Group leaders and Life Group leaders; for women and for men. It's why we run the Ministry Training Scheme (MTS) - a full time 12-month training programme aimed at equipping men and women for ministry at King's and beyond, both now and in the future.

#### ENABLING

'Enabling' is about supporting word ministry. Just as a vine cannot grow without a supporting trellis, so too the word ministry of the previous 4 'E's' cannot grow without the organisational ministry of 'Enabling'. There are many unseen areas of this vital ministry, such as **legal & financial** (bookkeeping, fundraising, Safeguarding, Health & Safety, Data Protection etc); **operations & communications** (Organising our Sunday meetings, managing the buildings we use, producing publicity, updating the website etc); **people & prayer** (overseeing staffing, partnership with other churches & organisations, communicating prayer needs via the weekly Newsletter, organising the termly rota etc.). We continue to be very grateful for the Lord's provision of a church office, from which much of our 'Enabling' ministry is done. We are also very grateful for the many people who serve behind the scenes and for the many regular givers and prayers who make our ministry possible.

#### Public Benefit

The Trustees have read and had regard to the Charity Commission's guidance on public benefit; and consider that the following activities illustrate how the public benefit test is met.

- The church provides many opportunities for people to find out about the Christian faith if they are interested. All the church's services are open to the public; and the website carries full details of service times. Also on the website are open resources about the faith (such as the sermons preached in the church).
- The church endeavours to help those who attend in the conduct of their daily lives. For example, the church's teaching aims to strengthen their relationships (marriage, parenting, commitment to elderly or frail members); to serve others in the community (pastoral visiting, care for those in need, acts of service more generally); and to prepare them for life as good citizens and participants in the community. The church tries to prevent people from becoming socially isolated, providing an opportunity for church members to meet each other's emotional, mental and social needs.
- A major focus of the church is the wellbeing of the young people attending, enhancing their capacity to relate to people across different generations (and from different social backgrounds), and offering activities which build their character, resilience, enjoyment of the world around them, friendships with each other, and willingness to serve those around them.

The church strives to contribute to community cohesion, by reaching out to those who are otherwise marginalised, excluded or vulnerable, and in breaking down cultural barriers, as for example, through the links with Friends International – a ministry that seeks to help International Students settle in to life in Britain.

## KING'S CHURCH GUILDFORD

### TRUSTEES REPORT FOR THE YEAR ENDED 31 AUGUST 2021 (continued)

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#### Affiliation and Support

King's Church was affiliated to the Anglican Mission in England (AMiE) until early 2021. In the summer of 2021, King's became formal members of the Fellowship of Independent Evangelical Churches (FIEC), through which there are also informal accountability for the Pastor and Elders as well as legal and safeguarding support for the church. King's is also a member of the Surrey Gospel Partnership.

#### Legal and Administrative details

The legal and administrative details required by law are set out on page 1 and form part of this report.

#### Financial Review

The Church is financially dependent on the voluntary support of its members. Total voluntary income receipts for the year amounted to £141,841, to which were added £57 for Bookstall sales, £47 for Church events, £25,251 by way of income tax refund. Expenditure amounted to £184,433, leaving a deficit of £17,237.

#### Structure and Management

The Trustees are chosen from among the church. As such they are already aware of the objectives and activities of the church. All Trustees seek to keep abreast of relevant legislation and good practice. To this end they have received relevant advice from the church's professional advisors. On appointment Trustees are given copies of the Annual Report and accounts, the Constitution, and all the church's policy documents, as well as the link to the Charity Commission's publication: 'The Essential Trustee: What You Need to Know, What You Need to Do'.

The Trustees make all policy decisions. Day to day decisions are made by church staff but only within the boundaries defined in their individual Role Descriptions. The following individuals have served as Trustees during the year and to the date of signing of this report:

Rev R P Leadbeater	Mr A McGraw (resigned 21.03.2021)
Mr D De Villiers	Mrs J Duddy (resigned 08.06.2021)
Mr G Knight	Mrs S Edmonds (resigned 08.06.2021)
Mr N Burley (resigned 02.08.2021)	Mr R Castro (appointed 10.10.2021)
Mr J Stone (resigned 17.05.2021)	Mr P Purves (resigned 24.05.2021)

As mentioned in the financial statements, Rev R P Leadbeater and Mr N Burley are both Trustees of the Charity and employees of the church. Conscious of the potential for conflict of interest to which this gives rise, the Trustees are careful to ensure that all relevant issues (for example, concerning Rev Leadbeater and Mr Burley's remuneration and conditions of service) are flagged in advance; that (where appropriate) discussion of such issues are held in their absence; and that all decisions on such issues are taken by the other Trustees.

#### Reserves Policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months' unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to manage in the event of a sudden fall in income. The balance held as unrestricted funds at 31 August 2021 was £57,031 of which £54,403 are regarded as free reserves, after allowing for funds tied up in tangible fixed assets.

#### Risk Management

The Trustees are pleased to say that all the recommendations from our Independent Review in 2020 have now been implemented. We are very grateful to all those who worked hard to ensure that our Training, Policies and Structure are up to date, robust and effective. With the help of 'Christian Safeguarding Services', the Trustees have adopted a new Safeguarding Policy, a Health & Safety policy as well as a Complaints Policy. To ensure effective implementation of the policies, the Trustees have also appointed a coordinator of each policy as well as an overseer of policy implementation. In addition, each Trustee has undertaken specialist Safeguarding Training as well as organizing safeguarding training for volunteers. Every leader working with persons under 18 is checked by the Disclosures and Barring Service and the church conducts a thorough recruitment process to ensure the suitability of volunteers and the safety of children and vulnerable adults.



## KING'S CHURCH GUILDFORD

### TRUSTEES REPORT FOR THE YEAR ENDED 31 AUGUST 2021 (continued)

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The Trustees recognise that other key risks facing the church are:

**Financial** - There is a risk that people leave the church and our income doesn't meet our costs. This is mitigated by our reserves in the short term, and also by a proactive approach to making the church family aware of our needs through an annual business meeting and giving Sunday. It is also mitigated by the fact that our expenditure is flexible because we don't have to maintain a building.

**Incapacity of the Pastor(s)** - There is a risk that if the Pastor(s) is unable to work, the ministry would be severely affected. The church being led by a group of Elders, rather than just one person mitigates this risk. It is also mitigated by a growing Ministry Team who are being trained to preach sermons and to lead various areas of ministry. If the Pastor(s) were unable to work on a permanent basis, a long-term solution would be for the Elders to find and appoint a suitable replacement.

#### **Going concern**

The Trustees have reviewed the circumstances of King's Church Guildford and consider that adequate resources continue to be available to fund the activities for the foreseeable future. The Trustees are of the view that the charity is a going concern.

#### **Trustees' Responsibilities**

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice. Company law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and estimates that are reasonable and prudent;
- d) state whether the policies adopted are in accordance with the Charities SORP, the Regulations made under section 44 of the Charities Act and applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue to operate.
- f) 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 them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This report was approved by the Trustees on 23 June 2022



Mr G Knight

Signed on behalf of the Trustees  
**KING'S CHURCH GUILDFORD**

**Independent examiner's report to the Trustees of King's Church Guildford**

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

**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 church's accounts as 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 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 church as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) 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.



**M R Hickson FCA CTA**  
Jacob Cavenagh & Skeet  
5 Robin Hood Lane  
Sutton  
Surrey SM1 2SW

Date: **27/06/2022**

# KING'S CHURCH GUILDFORD

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2021

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £
<b>Income from</b>						
<i>Donations and legacies</i>						
Donations received	132,717	9,124	141,841	172,984	7,600	180,584
Gift Aid Recoverable	25,181	70	25,251	34,012	809	34,821
<i>Charitable activities</i>						
Church Events	47	-	47	3,840	-	3,840
Bookstall	57	-	57	333	-	333
<b>Total income</b>	<u>158,002</u>	<u>9,194</u>	<u>167,196</u>	<u>211,169</u>	<u>8,409</u>	<u>219,578</u>
<b>Expenditure on</b>						
<i>Charitable activities</i>						
Church Running Costs	95,236	-	95,236	108,111	-	108,111
Donations to charities	2,400	-	2,400	2,400	-	2,400
Staff Costs	2 66,652	8,649	75,301	70,653	6,091	76,744
Governance Costs	3 11,496	-	11,496	17,330	-	17,330
<b>Total expenditure</b>	<u>175,784</u>	<u>8,649</u>	<u>184,433</u>	<u>198,494</u>	<u>6,091</u>	<u>204,585</u>
<b>Net (expenditure)/income</b>	(17,782)	545	(17,237)	12,675	2,318	14,993
<b>Reconciliation of funds</b>						
Fund balances brought forward at 1 September 2020	<u>74,813</u>	<u>5,833</u>	<u>80,646</u>	<u>62,138</u>	<u>3,515</u>	<u>65,653</u>
Fund balances carried forward at 31 August 2021	<u>57,031</u>	<u>6,378</u>	<u>63,409</u>	<u>74,813</u>	<u>5,833</u>	<u>80,646</u>

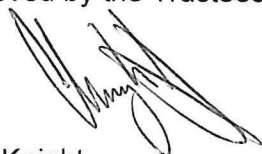
# KING'S CHURCH GUILDFORD

## BALANCE SHEET AS AT 31 AUGUST 2021

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		2021	2020
		£	£
<b>Tangible fixed assets</b>	4	2,628	2,506
<b>Current assets</b>			
Debtors	5	36,043	49,147
Cash at bank		<u>36,722</u>	<u>58,413</u>
		72,765	107,560
<b>Creditors:</b>			
<b>Amounts falling due within one year</b>	6	<u>11,984</u>	<u>29,420</u>
<b>Net current assets</b>		<u>60,781</u>	<u>78,140</u>
<b>Net assets</b>	8	<u>63,409</u>	<u>80,646</u>
<b>Funds</b>			
Unrestricted funds		57,031	74,813
Restricted funds	7	<u>6,378</u>	<u>5,833</u>
		<u>63,409</u>	<u>80,646</u>

Approved by the Trustees on 23 June 2022 and signed on their behalf by:



Mr G Knight  
Trustee

**1 Accounting policies**

**a) Basis of preparation**

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (Charities SORP (FRS 102)), Financial Reporting Standard (FRS) 102, and the Charities Act 2011. The financial statements are drawn up on the historical cost basis of accounting and presented in pounds sterling rounded to the nearest pound. King's Church Guildford meets the definition of a public benefit entity under FRS 102 and is a charitable incorporated organisation with registered office of 39 Epsom Road, Guildford, GU1 3LA.

There are no material uncertainties regarding the church's ability to continue in operation.

**b) Income**

All income is included in the Statement of Financial Activities when the charity is entitled to it, it is probable that the income will be received and the amount of income receivable can be reliably measured. The following specific policies are applied to particular categories of income:

- Donations are accounted for gross when received.
- Gifts in kind are valued at estimated open market value at the date of the gift in the case of assets for retention or consumption, or at the value to the charity in the case of donated services or facilities. The time donated by general volunteers is not recognised in the financial statements, but their significant contribution is discussed in the Trustees report.

**c) Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is inclusive of any VAT which cannot be recovered.

**d) Debtors, creditors and provisions**

Debtors are included at the settlement amount due. Creditors are recognised where the charity has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

**e) Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of opening the deposit.

**f) Financial instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**g) Fund accounting**

Unrestricted funds are income resources receivable without further specific purposes and are available for general purposes to be used at the discretion of the Trustees.

**h) Tangible fixed assets**

Tangible fixed assets are capitalised at cost and depreciated at the rate of 25% on a straight line basis.

## KING'S CHURCH GUILDFORD

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021

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#### 2 STAFF COSTS AND RELATED PARTY TRANSACTIONS

Revd Richard Leadbeater and Co-Pastor Nathan Burley are employed by King's Church Guildford along with being Trustees of the charity. Revd Richard Leadbeater received a salary of £27,583 (2020: £27,583) and Co-Pastor Nathan Burley received a salary of £26,500 (2020: £27,519) and such payments are permitted by clause 6.3 of the Church's constitution. There were two other employees during the year and the total payroll costs were:

	2021 £	2020 £
Salaries	70,102	68,760
Employers NI	1,039	3,811
Pension	4,160	4,173
	<u>75,301</u>	<u>76,744</u>

The average number of employees during the year was as follows:

2021 No.	2020 No.
<u>4</u>	<u>4</u>

None of the other Trustees (or any persons connected with them) (2020: none) received any remuneration during the year.

There were no employees whose emoluments exceeded £60,000 (2020: none).

The total employee benefits of the Key Management Personnel were £32,309 (2020: £32,331)

During the year expenses of £600 were paid to trustees (2020: nil).

The trustees in the year made total unrestricted donations of £21,367 to the charity whilst restricted donation was nil.

#### 3 Governance costs

	2021 £	2020 £
Independent examination	1,428	1,360
Legal fees	10,068	15,970
	<u>11,496</u>	<u>17,330</u>



## KING'S CHURCH GUILDFORD

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021

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#### 4 Tangible fixed assets

##### Fixtures & Equipment £

##### Cost

At 1 September 2020	5,485
Additions	<u>461</u>
At 31 August 2021	<u>5,485</u>

##### Depreciation

At 1 September 2020	2,979
Charge for the year	<u>339</u>
At 31 August 2021	<u>3,318</u>

##### Net book value

At 31 August 2021	<u>2,628</u>
At 1 September 2020	<u>2,506</u>

#### 5 Debtors

##### 2021                      2020

	£	£
Prepayments	5,021	3,116
Other Debtors	<u>31,022</u>	<u>46,031</u>
	<u>36,043</u>	<u>49,147</u>

#### 6 Creditors

##### 2021                      2020

	£	£
Other taxes and social security	-	888
Pension accrual	8,578	8,578
Other accruals	3,406	15,003
Other creditors	<u>-</u>	<u>4,951</u>
	<u>11,984</u>	<u>29,420</u>

# KING'S CHURCH GUILDFORD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021

### 7 Restricted funds

2021	Brought forward	Income	Expenditure	Carried forward
	£	£	£	£
Hardship Fund	5,833	545	-	6,378
Ministry trainees	-	8,649	(8,649)	-
	<u>5,833</u>	<u>9,194</u>	<u>(8,649)</u>	<u>6,378</u>
2020	Brought forward	Income	Expenditure	Carried forward
	£	£	£	£
Hardship Fund	-	5,833	-	5,833
Ministry trainees	3,515	2,576	6,091	-
	<u>3,515</u>	<u>8,409</u>	<u>6,091</u>	<u>5,833</u>

The ministry trainees' fund contributes towards the cost of ministry trainees and the Hardship Fund was established to support those who were financially impacted by Covid-19.

### 8 Net assets

	2021 Unrestricted	2021 Restricted	2021 Total
	£	£	£
Fixed assets	2,628	-	2,628
Net current assets	<u>54,403</u>	<u>6,378</u>	<u>60,781</u>
	<u>57,031</u>	<u>6,378</u>	<u>63,409</u>
	2020 Unrestricted	2020 Restricted	2020 Total
	£	£	£
Fixed assets	2,506	-	2,506
Net current assets	<u>72,307</u>	<u>5,833</u>	<u>78,140</u>
	<u>74,813</u>	<u>5,833</u>	<u>80,646</u>