

# **South Bank Sanctuary Church of the Nazarene**

Charity number 1161121

## **Annual Report and Financial Statements for the year ended 30 September 2023**



CHURCH OF  
THE NAZARENE  
SOUTH LEEDS

WYCAS

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

**South Bank Sanctuary Church of the Nazarene**

**Annual Report and Financial Statements**  
**for the year ended 30 September 2023**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **South Bank Sanctuary Church of the Nazarene**

## **Trustees' report for the year ended 30 September 2023**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Jenna Jones	Chair of trustees	
Geoff Alker	Treasurer	
David Montgomery	Secretary	
Karen Alker	Missions Leader	
Livia Simon		Resigned 22 August 2023
Carole Rayner		
Alison Montgomery		
Afomia Tsegai		

**Charity number** 1161121 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
2 Hunslet Hall Road	Virgin Money
Beeston	1 The Penny Hill Centre
Leeds	Church Street
LS11 6TT	Hunslet
	Leeds
	LS10 2AP

### **Independent examiner**

Simon Bostrom FCIE

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The CIO is governed by a constitution adopted as amended on 16 March 2023. The governing document is based on the Manual of the Global Church of the Nazarene where UK law permits.

The church/CIO is a member of the Church of the Nazarene British Isles South District (a charitable company limited by guarantee, company no. 7028764; charity no. 1133336) which in turn is a member of the Global Church of the Nazarene which has its headquarters in Lenexa, USA.

### **Method of recruitment and appointment of trustees**

The Pastor of the church is ex-officio chairperson of the Board of Charity Trustees and his/her position is reviewed after two years and then every four years after that.

The remaining trustees are elected annually or every two years by the members of South Leeds Church of the Nazarene at the annual general meeting held in February each year.

# **South Bank Sanctuary Church of the Nazarene**

## **Trustees' report (continued) for the year ended 30 September 2023**

### **Objectives and activities**

#### **The charity's objects**

The objects of the CIO are the advancement of the Christian faith as part of the Church of the Nazarene inc and the district principally but not exclusively in Northern England.

#### **The charity's main activities**

This year we offered teaching around the Christian faith and a place for worship. We have also organised bible studies.

We have run a youth ministry for local children.

We provide a foodbank and have provided food all year to those in need.

We provide a men's fellowship which provides conversation and support to men.

We provided a craft café which is a free drop in place for creative work and a place to meet for coffee.

We provide a community garden which is worked on by volunteers in the community.

We rent our premises to local community groups

We run a charity shop.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular advancement of the Christian faith and to serve and enhance the local community.

#### **Achievements and performance**

We have conducted worship services, bible studies, and prayer meetings weekly.

The charity shop has been an opportunity for the church to train local people in order that they can seek employment having had work experience.

The Café provides a safe environment where people can come and receive low cost meals and drinks. It is also a warm space over the winter. The leaders signpost individuals to other agencies for support.

We run a men's breakfast supporting men in the community with support and a chance to talk.

We rent our premises to the local community.

We changed our foodbank into a food pantry charging £3 for 15 items and approximately 100 people a week receive support through this.

This year we supported another charity called Zarach which provides beds for children.

#### **Financial review**

The net expenditure for the year was £8,928, all relating to unrestricted funds.

# **South Bank Sanctuary Church of the Nazarene**

## **Trustees' report (continued) for the year ended 30 September 2023**

### **Reserves policy**

The church will implement the following:

We should maintain sufficient reserves to meet foreseeable commitments;

We must not operate a policy of progressive increase of reserves for no identifiable purpose;

The purpose of retaining reserves is to enable the smooth running of the charity and to enable an orderly winding up should the charity need to close.

The current reserves are designed to cover 3 to 6 months operating costs.

The reserves should be reviewed annually to determine the resources the church has or can make available to spend on the purposes of the church, once it has met its commitments and covered its other planned expenditure.

The charity's free reserves, excluding fixed assets, at the year end were £58,035.

Approved by the board of trustees on 23/07/2024

Jenna Jones (Trustee)

# **South Bank Sanctuary Church of the Nazarene**

## **Independent examiner's report to the trustees of South Bank Sanctuary Church of the Nazarene**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2023, which are set out on pages 6 to 13.

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

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 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 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.

Simon Bostrom FCIE

23/07/2024

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**South Bank Sanctuary Church of the Nazarene**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 30 September 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income from:</b>					
Grants	(2)	-	2,150	2,150	-
Offerings		17,001	-	17,001	21,530
Gift Aid		2,231	-	2,231	3,678
Shop takings		115,084	-	115,084	90,063
Rents received		10,580	-	10,580	7,349
Donations		2,806	-	2,806	2,912
Other income		5,554	-	5,554	11,542
<b>Total income</b>		<b>153,256</b>	<b>2,150</b>	<b>155,406</b>	<b>137,074</b>
<b>Expenditure on:</b>					
Staffing costs	(3)	73,846	-	73,846	68,619
Utilities		1,657	1,750	3,407	5,442
Events expenses		2,423	-	2,423	973
Church domestic costs		1,312	-	1,312	616
Repairs and maintenance		11,159	-	11,159	3,205
Licences		300	-	300	668
Activities expenditure		5,037	400	5,437	6,329
Insurances		2,072	-	2,072	1,027
Gifts and awards		1,325	-	1,325	490
Church and office supplies		967	-	967	1,094
Visiting speakers		1,059	-	1,059	821
Other admin costs		1,823	-	1,823	98
Phone and internet		813	-	813	813
District and NMI budgets		2,776	-	2,776	4,761
Shop expenses including rent		44,870	-	44,870	10,359
Independent examination		1,070	-	1,070	1,020
Equipment and materials		237	-	237	332
Staff and volunteer training		72	-	72	148
Donations to other organisations		1,776	-	1,776	1,450
Travel expenses		3,331	-	3,331	4,256
Refreshments		501	-	501	527
Advertising and publicity		919	-	919	133
Depreciation		2,839	-	2,839	2,839
<b>Total expenditure</b>		<b>162,184</b>	<b>2,150</b>	<b>164,334</b>	<b>116,020</b>
<b>Net income / (expenditure)</b>		<b>(8,928)</b>	<b>-</b>	<b>(8,928)</b>	<b>21,054</b>
<b>Fund balances brought forward</b>		<b>713,840</b>	<b>1,592</b>	<b>715,432</b>	<b>694,378</b>
<b>Fund balances carried forward</b>	(4)	<b>704,912</b>	<b>1,592</b>	<b>706,504</b>	<b>715,432</b>

All incoming resources and resources expended derive from continuing activities.

# South Bank Sanctuary Church of the Nazarene

## Balance sheet

as at 30 September 2023

		2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(5)	646,877	-	646,877	649,716
<b>Total fixed assets</b>		<u>646,877</u>	<u>-</u>	<u>646,877</u>	<u>649,716</u>
<b>Current assets</b>					
Debtors and prepayments	(6)	2,754	-	2,754	2,638
Cash at bank and in hand	(7)	56,351	1,592	57,943	64,334
<b>Total current assets</b>		<u>59,105</u>	<u>1,592</u>	<u>60,697</u>	<u>66,972</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(8)	1,070	-	1,070	1,256
<b>Total current liabilities</b>		<u>1,070</u>	<u>-</u>	<u>1,070</u>	<u>1,256</u>
<b>Net current assets / (liabilities)</b>		<u>58,035</u>	<u>1,592</u>	<u>59,627</u>	<u>65,716</u>
<b>Net assets</b>		<u>704,912</u>	<u>1,592</u>	<u>706,504</u>	<u>715,432</u>
<b>Funds</b>					
Unrestricted funds		704,912	-	704,912	713,840
Restricted funds		-	1,592	1,592	1,592
<b>Total funds</b>		<u>704,912</u>	<u>1,592</u>	<u>706,504</u>	<u>715,432</u>

The financial statements were approved by the board of trustees on 23/07/2024

Jenna Jones (Trustee)



# **South Bank Sanctuary Church of the Nazarene**

## **Notes to the accounts**

### **for the year ended 30 September 2023**

#### **1 Accounting policies**

##### **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 financial statements 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) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.  
There has been no change to the accounting policies since last year.  
No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

##### **Expenditure and liabilities**

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

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: in line with residual value

Fixtures and fittings: over 5 years

Computer equipment: over 3 years

# **South Bank Sanctuary Church of the Nazarene**

## **Notes to the accounts**

### **for the year ended 30 September 2023**

#### **1 Accounting policies continued**

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

# South Bank Sanctuary Church of the Nazarene

## Notes to the accounts continued

### for the year ended 30 September 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Hamara	-	400	400	-
Voluntary Action Leeds	-	1,750	1,750	-
	<u>-</u>	<u>2,150</u>	<u>2,150</u>	<u>-</u>

3 Staff costs and numbers	2023 £	2022 £
Gross salaries	70,045	64,216
Social security costs	4,214	4,121
Employment allowance	(4,214)	(4,121)
Pensions	2,877	2,840
Payroll administration charges	924	1,063
Honorarium	-	500
	<u>73,846</u>	<u>68,619</u>

The average number of employees during the year was 6.2, being an average of 2.4 full time equivalent (2022: 7, 3 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023 £	2022 £
Costs of the scheme to the charity for the year	2,877	2,840

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Building fund	1,592	-	-	-	1,592
Hamara	-	400	400	-	-
Voluntary Action Leeds	-	1,750	1,750	-	-
	<u>1,592</u>	<u>2,150</u>	<u>2,150</u>	<u>-</u>	<u>1,592</u>

Fund name	Purpose of restriction
Building fund	Towards building works for the church and manse. The transfer relates to a contribution to the cost of purchasing solar panels.
Hamara	Towards providing food and refreshments.
Voluntary Action Leeds	Warm spaces grant funding towards additional costs related to providing an inclusive warm space.

**South Bank Sanctuary Church of the Nazarene**  
**Notes to the accounts continued**  
**for the year ended 30 September 2023**

<b>5 Tangible assets</b>	Computer equipment	Fixtures and fittings	Church	Manse	Total
<b><u>Cost</u></b>	£	£	£	£	£
At 1 October 2022	1,256	12,100	487,400	152,339	653,095
Additions	-	-	-	-	-
At 30 September 2023	<u>1,256</u>	<u>12,100</u>	<u>487,400</u>	<u>152,339</u>	<u>653,095</u>
<b><u>Depreciation</u></b>					
At 1 October 2022	419	2,960	-	-	3,379
Charge for year	419	2,420	-	-	2,839
At 30 September 2023	<u>838</u>	<u>5,380</u>	<u>-</u>	<u>-</u>	<u>6,218</u>
<b><u>Net book value</u></b>					
At 30 September 2023	<u>418</u>	<u>6,720</u>	<u>487,400</u>	<u>152,339</u>	<u>646,877</u>
At 30 September 2022	<u>837</u>	<u>9,140</u>	<u>487,400</u>	<u>152,339</u>	<u>649,716</u>
<b>6 Debtors and prepayments</b>				2023	2022
				£	£
Debtors				-	-
Prepayments				1,373	1,387
Accrued income				1,381	1,251
				<u>2,754</u>	<u>2,638</u>
<b>7 Cash at bank and in hand</b>				2023	2022
				£	£
Cash at bank				50,591	58,788
Cash in hand				7,352	5,546
				<u>57,943</u>	<u>64,334</u>
<b>8 Creditors and accruals</b>				2023	2022
				£	£
Accruals				1,070	1,256
				<u>1,070</u>	<u>1,256</u>

# South Bank Sanctuary Church of the Nazarene

## Notes to the accounts continued

### for the year ended 30 September 2023

#### 9 Related party transactions

##### Trustee expenses

During the year 2 trustees were paid a total of £2,673 in respect of travel (previous year: 2 trustees and £1,959 in respect of travel).

##### Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

##### Details of remuneration and benefits

		2023 £	2022 £
<b>Trustee name</b>			
Jenna Jones	Employed as Church Pastor	26,371	22,857
David Montgomery	Employed as Church Pastor	19,136	19,826
		<u>45,507</u>	<u>42,683</u>

##### Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document, with the condition that employed trustees are the minority of the total trustee board.

##### Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £45,507 (previous year: £44,905).

#### 10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2023	2022
	£	£
Within one year	5,250	900
In the second to fifth years inclusive	6,125	-
Over five years from the balance sheet date	-	-
	<u>11,375</u>	<u>900</u>

## South Bank Sanctuary Church of the Nazarene

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 30 September 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income</b>						
Grants	-	-	2,150	-	2,150	-
Offerings	17,001	21,530	-	-	17,001	21,530
Gift Aid	2,231	3,678	-	-	2,231	3,678
Shop takings	115,084	90,063	-	-	115,084	90,063
Rents received	10,580	7,349	-	-	10,580	7,349
Donations	2,806	2,912	-	-	2,806	2,912
Other income	5,554	11,542	-	-	5,554	11,542
<b>Total income</b>	<b>153,256</b>	<b>137,074</b>	<b>2,150</b>	<b>-</b>	<b>155,406</b>	<b>137,074</b>
<b>Expenditure</b>						
Staffing costs	73,846	68,619	-	-	73,846	68,619
Utilities	1,657	5,442	1,750	-	3,407	5,442
Events expenses	2,423	973	-	-	2,423	973
Church domestic costs	1,312	616	-	-	1,312	616
Repairs and maintenance	11,159	3,205	-	-	11,159	3,205
Licences	300	668	-	-	300	668
Activities expenditure	5,037	6,329	400	-	5,437	6,329
Insurances	2,072	1,027	-	-	2,072	1,027
Gifts and awards	1,325	490	-	-	1,325	490
Church and office supplies	967	1,094	-	-	967	1,094
Visiting speakers	1,059	821	-	-	1,059	821
Other admin costs	1,823	98	-	-	1,823	98
Phone and internet	813	813	-	-	813	813
District and NMI budgets	2,776	4,761	-	-	2,776	4,761
Shop expenses including rent	44,870	10,359	-	-	44,870	10,359
Independent examination	1,070	1,020	-	-	1,070	1,020
Equipment and materials	237	332	-	-	237	332
Staff and volunteer training	72	148	-	-	72	148
Donations to other organisations	1,776	1,450	-	-	1,776	1,450
Travel expenses	3,331	4,256	-	-	3,331	4,256
Refreshments	501	527	-	-	501	527
Advertising and publicity	919	133	-	-	919	133
Depreciation	2,839	2,839	-	-	2,839	2,839
<b>Total expenditure</b>	<b>162,184</b>	<b>116,020</b>	<b>2,150</b>	<b>-</b>	<b>164,334</b>	<b>116,020</b>
<b>Net income / (expenditure)</b>	<b>(8,928)</b>	<b>21,054</b>	<b>-</b>	<b>-</b>	<b>(8,928)</b>	<b>21,054</b>
<b>Transfers between funds</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>(2,000)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(8,928)</b>	<b>23,054</b>	<b>-</b>	<b>(2,000)</b>	<b>(8,928)</b>	<b>21,054</b>
<b>Fund balances brought forward</b>	<b>713,840</b>	<b>690,786</b>	<b>1,592</b>	<b>3,592</b>	<b>715,432</b>	<b>694,378</b>
<b>Fund balances carried forward</b>	<b>704,912</b>	<b>713,840</b>	<b>1,592</b>	<b>1,592</b>	<b>706,504</b>	<b>715,432</b>