



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2020		31	March	2021

Section A

Reference and administration details

Charity name

QE Park Baptist Church

Other names charity is known by

QEPBC

Registered charity number (if any)

1166680

Charity's principal address

QE Park Centre

Railton Road

Guildford, Surrey

Postcode

GU2 9LX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev Catherine Whiting	Minister		
2	Dr Mark Whiting			
3	Mrs Rheanne Mole	Secretary		
4	Mr Alexander Mole	Treasurer		
5	Rev Peter Clarke			
6	Mr John Cooper			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution – 6 th December 2015
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Elected from the membership in accordance with our Constitution

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Members of the Church are accepted in accordance with the Constitution which requires them to be, or to have been, publicly baptised by full immersion on the profession of faith in Jesus Christ; or, following other modes of baptism, to renew their public profession of faith in Jesus Christ.

A members meeting ('Church Meeting') is held at least three times a year and has responsibility for the overall policy of the Church. In accordance with our Constitution the members appoint a minimum of three Trustees who are responsible for the day to day running of the Church's work and witness, as well as the financial and legal aspects of the charity. All members are encouraged to take an appropriate part in the spiritual and practical tasks involved in the furtherance of the charitable objective.

The Church is a member of the Baptist Union of Great Britain, the South Eastern Baptist Association and the Evangelical Alliance.

Our Property Trustees are:
The Baptist Union Corporation Limited
Baptist House
129 Broadway
Didcot
Oxfordshire. OX11 8RT

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The principle purpose of the Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In order to achieve the principal objective, the Church provides a variety of activities both to its membership and to the community generally. The aim is to show the love of Jesus Christ in word and deed and to bring people into a closer relationship with him as living Lord.

One aspect of the work of the Church is the provision of regular public services of Christian worship, which take place on a Sunday morning at 10.30am, along with occasional services at other times which are advertised on the church and community centre notice boards. All services are open to anyone. During the regular morning service, we aim to provide activities for children and young people.

The Church runs a fortnightly mid-week group for adults and separate discipleship groups for young people, for the growth of faith and discipleship. We hold a monthly prayer meeting which is advertised on our church news sheet and in Sunday services. Some members also meet together in smaller groups to pray for one another and their community every few weeks.

We also have a WhatsApp prayer group, where members can post personal and wider prayer requests.

The Church owns and runs the Community Centre where it is based. Rooms are hired out for activities such as exercise classes, children's music and activity groups, counselling, teaching, choirs, training and parties.

The Church runs a Toddler group, called Little Lambs, which meets on Wednesdays with the purpose of assisting the community and demonstrating the love of Jesus Christ.

The Church operates systems to ensure that all people working with children and vulnerable adults are appropriately vetted with regard to the Disclosure and Barring Service.

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

Additional details of objectives and activities (Optional information)

Summary of the main achievements of the charity during the year

Our weekly worship services continued to be well attended at the start of March 2020. In the first couple of weeks of the Covid-19 lockdown our minister recorded an audio message, in lieu of a service, which was sent out to church members and regular attendees. After this time, we began to conduct services over Zoom. These were advertised on our website with contact details for obtaining the link.

Fortnightly mid-week meetings and monthly prayer meetings moved onto Zoom and were advertised to regular church contacts. We also held occasional social events on Zoom, to enable church members to chat and feel connected.

Our youth group continued to meet regularly, also on Zoom, and grow in their understanding and faith. They shared their reflections on the book of Esther in one of our Sunday Zoom services in June. In early September, they got together for a skittles evening at the Centre before some of them left for university. Our younger group started to meet online in August 2020.

Church members also kept in touch with each other, and with some of our contacts, with phone calls and emails and, when permitted, with outdoor visits. Notices were put on the Centre building, on our website and on our Facebook page, offering prayer and practical help to anyone in the community, and 'Try Praying' booklets were left in a box outside the Centre for people to take away.

While our Muddy Boots walking group was not able to go ahead the group leaders kept in touch with the members and, when permitted, went out for walks with individuals to encourage them and to keep building relationships. One member of the group started to join our Sunday services on Zoom and another expressed an interest in joining when we were able to meet in person again.

Our plan to trial a new style of Sunday morning event for families once a month in the spring had to be put on hold and, with the continuing Covid situation, it hasn't yet felt appropriate to revisit the idea.

The Community Centre and Refresh cafe had to close due to lockdown and all staff, apart from our minister, were furloughed. The Community Centre re-opened in September as a Covid secure venue. Due to the uncertainty around the furlough scheme, staff shortages and the possibility of future lockdowns, the decision was made to close Refresh cafe at the end of August and make the remaining staff redundant.

In the early summer, we were contacted by a local charity who distributes meals to families in need. One of our cafe staff members was employed by them to cook meals in our cafe kitchen and we used our main hall as a base once a week for distributing the meals in May-August 2020 and January-March 2021, when this was not possible through the local schools. Volunteers from our church and others in the area helped to pack and deliver the meals.

In the autumn, the same charity approached us to ask about the possibility of using our cafe space for a new enterprise, to serve the community and give opportunity for disadvantaged young people to gain work skills. We agreed to rent the space to them and their cafe opened, initially for take away only, in December 2020.

A couple in the church created a Prayer Space in our upstairs snug and in September and November we invited regular church contacts to book a slot to pray over the course of a weekend.

Our Little Lambs toddler group and Diddy Disciples group were put on hold due to the pandemic. In September we started a Bumps and Babies group for non-crawling babies only, as this was considered the safest way to ensure social distancing and limit the spread of disease.

For Advent, we made up gift bags, containing 5 little gifts and a card displaying a Christian message and advertising our Christmas services. These were delivered to the doorstep of several hundred local homes. They were very well received, with a large number of people voicing their appreciation at the time or by email afterwards. We also set up a nativity trail in the area, which led families through a series of pictures and Bible passages of the Christmas story, displayed in the front windows of local homes. Nativity story booklets were available to take from outside the Centre. An Away in a Manger challenge encouraged young families to create their own 'Jesus in a manger' scene, using whatever materials they had available, and email in a photo of it to receive a small prize. All of these opportunities were advertised on our website, our Facebook page, on the gift bag cards and in the Centre windows. Once a week during Advent a recorded message on the each of the topics of hope, peace, joy and love, was posted on our church WhatsApp group and our Facebook page. Finally, we put lit models depicting aspects of the Christmas story in the Centre windows.

We had planned to have our carol service in person but, due to the Covid situation and many people's nervousness about mixing in groups, we eventually decided to hold this over Zoom. A planned in-person Christingle service unfortunately had to be cancelled due to our minister having to self isolate. Our Christmas Day service was also conducted over Zoom.

Early in 2021, one of our members started up a Book Club over Zoom. This was for church members and members of the community and was advertised on our website and Facebook page. The idea was to provide a safe opportunity for connection and community.

In March, our minister ran a series of membership classes with some of our young people. Also in March, she met with the minister of Chiddingfold Baptist church to discuss creating a link between our two churches. We hope to support one another through prayer and 'preacher swops' and to meet together socially and for worship from time to time, for mutual encouragement.

Leading up to Easter, we displayed large banners on our building, with the words 'Jesus, Hope for tomorrow'. We again made up and distributed gift bags, with an Easter message, to local homes. These were once again well received. Easter story booklets were available from outside the Centre and we advertised an Easter Garden challenge, with a small prize for entries.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have committed to keeping three months working capital in our bank account, as a contingency fund against unexpected costs.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principle source of funds is from members' regular donations and lettings from the hire of the premises. This money has been put towards the Church's various activities and the upkeep of the community centre. The Church has also given regular financial support to local, national and international Christian organisations, whose Christian aims are compatible with our own charitable purpose.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Catherine M. Whiting	R. B. Hole
Full name(s)	CATHERINE M. WHITING	RIGANNE B. HOLE
Position (eg Secretary, Chair, etc)	Minister	SECRETARY
Date	21/1/22	

Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2021

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

	<i>Note</i>	2021	2020
Receipts		£	£
Sundry Gifts		153	3,680
SO Giving		38,741	40,374
Income Tax on Gift Aid		9,783	7,786
Coronavirus Job Retention Scheme		28,466	-
Café income		-	80,617
Room Bookings		22,305	52,538
Total Receipts	1.2	99,447	184,995
Payments			
Staff & Staff Housing	2	59,706	64,958
Mission	3	6,729	5,795
Activities/Sunday Services/Worship	4	37	728
Childrens Work	5	97	726
Church Buildings	6	18,995	15,803
Café expenditure	7	18,097	94,320
Admin Costs	8	2,552	5,187
Total Payments		106,213	187,516
Surplus/-Deficit for the Year		-6,766	-2,521

Q E PARK BAPTIST CHURCH
ACCOUNTS FOR THE YEAR TO 31st March 2021

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2021

		Note	2021	2020
ASSETS				
Fixed Assets				
	Freehold Property		511,853	511,853
	Café Equipment		-	4,804
Total Fixed Assets		12	511,853	516,657
Current Assets				
	Other Current Assets			
	Other Debtors	9	6,004	3,900
	Total Other Current Assets		6,004	3,900
	Cash at bank and in hand			
	Barclays Bank		37,232	43,394
	Petty Cash Box		673	704
	Total Cash at bank and in hand		37,905	44,098
Total Current Assets			43,909	47,998
Current Liabilities				
	Other Current Liabilities			
	Other Creditors		2,263	2,612
	Deferred income		5,000	-
	Payroll Liabilities		1,621	3,029
	Total Other Current Liabilities	11	8,884	5,641
Total Current Liabilities			8,884	5,641
NET CURRENT ASSETS			35,025	42,357
TOTAL ASSETS LESS CURRENT LIABILITIES			546,877	559,014
Long Term Liabilities				
	Seba Loan for Comm Centre	10	18,000	22,000
	Pension Scheme Liability	14	16,205	17,575
Total Long Term Liabilities			34,205	39,575
NET ASSETS			512,672	519,439
General Fund and Other Reserves				
	Freehold Property Reserve	13	471,853	471,853
	General Fund		40,819	47,586
			512,672	519,439

Notes to the Accounts

Note

1.1 Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS102 have been prepared in accordance with the Charities SORP (FRS102) "Accounting and Reporting by Charities:

Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1st January 2015)", and the Charities Act 2011.

1.2 Income

Donation income is recognised in the SoFA when the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Tax reclaimable in respect of gift aid is recognised when receivable.

Investment income represents interest received on surplus balances and is accounted for on an accruals basis.

Room hire is recognised when invoiced.

1.3 Grants paid

The Church makes grants to other organisations whose charitable objects complement its work. They are accounted for in the year in which they are paid.

1.4 Depreciation

Expenditure on fixtures, fittings and equipment is written off on a straight line basis over their estimated useful life of 4 years.

Notes to the Accounts**Note**

	2021	2020
2. <u>Staff & Staff Housing</u>		
A · Staff:2100 · Pastor Salary	24,387	23,498
A · Staff:2101 · Administrator Salaries	14,508	17,337
A · Staff:2102 · Bookkeeper Salary	305	371
A · Staff:2115 · Caretaker Salary	5,694	7,620
A · Staff:2108 · Pension - Staff	3,678	3,675
A · Staff:2109 · Payroll Admin	1,167	913
A · Staff:2110 · Travel Expenses	63	623
A · Staff:2111 · Training (Courses/Seminars)	200	1,131
A · Staff:2112 · Other Expenses	103	191
B · Staff Housing:2124 · Lease Back on Manse	9,600	9,600
Total Staff & Staff Housing	59,706	64,958
The average total number of full time equivalent employees in the year was 3 (2020 : 3)		
The average total number of full and part-time employees in the year was 3 (2020 : 3)		
No employees were paid £60,000 or more.		
3. <u>Mission</u>		
2201 · Friends International	500	500
2202 · YMCA	500	500
2203 · Matrix Trust	375	500
2204 · BMS	2,000	2,000
2205 · SEBA (Home Mission)	1,500	1,500
2208 · Community Outreach-Fun Days;Tod	1,854	795
Total Mission	6,729	5,795

Notes to the Accounts

4. <u>Activities/Sunday Services</u>	2021	2020
D · Activities/Sunday Services:2400 · Gifts/Cards/Special Occasions	-	78
D · Activities/Sunday Services:2402 · Visiting Speakers	-	125
D · Activities/Sunday Services:2403 · Catering	-	404
D · Activities/Sunday Services:2404 · Fellowship Fund	-	-
E · Worship:2502 · Worship - Miscellaneous	37	121
Total Activities/Sunday Services	37	728
5. <u>Childrens/Youth Work</u>		
F · Childrens/Youth Work:2600 · Children's Work	97	726
Total Childrens/Youth Work	97	726
6. <u>Church Buildings</u>		
G · Church Buildings:2801 · Insurance-contents/employers liability	2,699	-
G · Church Buildings:2802 · Electricity (incl heating)	4,078	4,234
G · Church Buildings:2807 · Repairs & Maintenance	5,379	3,872
G · Church Buildings:2808 · Lift Maintenance Contract	635	607
G · Church Buildings:2809 · Cleaning materials	422	229
G · Church Buildings:2810 · Equipment QE Park	4,272	3,261
G · Church Buildings:2811 · Cleaning	1,511	3,600
Total Church Buildings	18,995	15,803
7. <u>Café Expenditure</u>		
H · Cafe:3000 · Staff Salaries	14,730	42,547
H · Cafe:2108C · Pension	563	1,199
H · Cafe:3001 · Cleaning	-	3,456
H · Cafe:3002 · Cleaning costs/Refuse	-	1,941
H · Cafe:3003 · Purchases for resale/Café Supplies	-	31,828
H · Cafe:3007 · Bank charges	-	2,389
H · Cafe:3008 · Utilities	-	2,117
H · Cafe:3009 · Repairs and renewals	-	5,075
H · Cafe:3010 · Equipment depreciation	2,804	3,769
	18,097	94,320

The average total number of full time equivalent employees in the year was Nil (2020: 3)

The average total number of full and part-time employees in the year was Nil (2020: 5)

Notes to the Accounts

8. <u>Admin Costs</u>	2021	2020
I · Admin Costs:2900 · Stationery & Office Supplies	344	644
I · Admin Costs:2901 · BU & Home Mission subs	273	200
I · Admin Costs:2902 · Computer Consumables	70	70
I · Admin Costs:2903 · Bank Charges	280	131
I · Admin Costs:2904 · Professional fees	-	2,060
I · Admin Costs:2905 · Postage	-	7
I · Admin Costs:2907 · Telephone & Internet	474	563
I · Admin Costs:2909 · Printing, Publicity, Marketing	754	1,103
I · Admin Costs:2910 · Copyright	318	346
I · Admin Costs:2910 · Training (H&S First Aid MS Pkgs)	40	63
Total Admin Costs	<u>2,552</u>	<u>5,187</u>
9. <u>Debtors</u>		
Prepayments	2,904	-
Income Tax on Gift Aid	3,100	3,900
	<u>6,004</u>	<u>3,900</u>
10. <u>Loans:</u>	£	
Outstanding on loan from SEBU @ 1.4.20	22,000	
Repayments	<u>-4,000</u>	
Balance owing at 31.3.21	<u>18,000</u>	
The loan is interest free and unsecured and repayable in equal bi-annual instalments until September 2025		
11. <u>Creditors</u>		
Other creditors	2,263	2,612
Rent received in advance	5,000	-
Payroll liabilities	1,621	3,029
	<u>8,883</u>	<u>5,641</u>

Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2021

Notes to the Accounts

12. Fixed Assets

		<u>Property</u>	<u>Café</u>	<u>Total</u>
		£	£	£
Cost				
	At 1.4.20	511,853	15,075	526,928
	Additions	-	-	-
	Disposals	-	(15,075)	(15,075)
	At 31.3.21	<u>511,853</u>	<u>-</u>	<u>511,853</u>
Depreciation				
	At 1.4.20	-	10,271	10,271
	Charge for the year	-	2,804	2,804
	Disposals	-	(13,075)	(13,075)
	At 31.3.21	<u>-</u>	<u>-</u>	<u>-</u>
Net Book Value				
	At 31.3.21	<u>511,853</u>	<u>-</u>	<u>511,853</u>
	At 31.3.20	<u>511,853</u>	<u>4,804</u>	<u>516,657</u>

The church is the beneficial owner (subject to the relevant trusts) of QEP Community Centre, Guildford, the legal title to which is held by the church's custodian trustee (The Baptist Union Corporation Ltd.)

13. General fund and other reserves

	<u>General</u>	<u>Freehold</u>	<u>Total</u>
	£	£	£
Opening balance at 1.4.20	47,586	471,853	519,439
Profit for the year	-6,766	-	-6,766
At 31.3.21	<u>40,819</u>	<u>471,853</u>	<u>512,672</u>

Notes to the Accounts**14. Pension Scheme Liabilities**

The Church is a participating employer in the Baptist Pension Scheme ("the Scheme"), which is a separate legal entity administered by the Pension Trustee (Baptist Pension Trust Limited). The assets of the Scheme are held separately from those of the Employer and the other participating employers.

The Scheme, previously known as the Baptist Ministers' Pension Fund, started in 1925, but was closed to future accrual of defined benefits on 31 December 2011. Prior to this date the main benefit provided through the Defined Benefit (DB) Plan was a pension of one eightieth of final minimum pensionable income for each year of pensionable service together with additional pension in respect of premiums paid on Pensionable Income in excess of Minimum Pensionable Income. Since 1 January 2012, benefits have been provided through a Defined Contribution (DC) Plan.

A formal valuation of the DB Plan as at 31 December 2019 was made by a professionally qualified Actuary using the Projected Unit Method. At the valuation date the market value of the DB Plan assets was £298 million, whilst the level of assets needed to pay benefits was £316 million, giving a deficit of £18 million (equivalent to a past service funding level of 94%). The Church and the other participating employers in the DB Plan are collectively responsible for funding this deficit. The next actuarial valuation of the DB Plan within the Scheme is due to take place not later than as at 31 December 2022.

Under the Schedule of Contributions, the Church make a monthly payment in respect of the DB scheme deficit, currently £154, which will increase in line with increases in Minimum Pensionable Income. The Schedule of Contributions foresees these contributions continuing until June 2026. The pension scheme liability shown in the Statement of Assets and Liabilities is calculated at the current rate per month multiplied by the number of months remaining in the current Schedule of Contributions, which amounted to £16,205 as at 31 March 2021.

The accounts and statement of assets and liabilities set out on pages 1-8 relating to the year ending 31 March 2021 are as approved by the leadership team.

Signed: *Catherine M. Wintling*

Report of the Independent Examiner(s) to the Trustees of QE PARK BAPTIST CHURCH

On the accounts for the year ended 31 MARCH 2021

Respective responsibilities of Trustees and Examiner

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

It is my responsibility to:

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

Basis of Independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the 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

~~Since the Church's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of [insert named applicable listed body], which is one of the listed bodies. (Delete if income is less than £250,000)~~

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records
- 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. (if accounts prepared on accruals basis*)

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Delete the words in the brackets if they do not apply*

Signed by or on behalf of the Examiner Anthony H Macleod Date 3-1-22

Name ANTHONY H MACLEOD

Relevant Professional Qualification(s) or body (if any) N/A

Address 2 WARREN FARM COTTAGES, GUILDFORD ROAD
LEATHERHEAD KT24 5QG