



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2021		31	March	2022

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				
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.

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 and on our Facebook pages. 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 which is open to all for the development of faith and discipleship. Some smaller groups meet fortnightly or monthly for mutual encouragement, accountability and prayer. There is also a monthly men's breakfast and discussion. We hold a monthly prayer meeting which is advertised on our church news sheet and in Sunday services. We also have a WhatsApp prayer group, where members can post personal and wider prayer requests.

Monthly socials take place for the church youth and their friends, and men's and women's socials are arranged from time to time. We also run monthly interest groups, such as a book club and craft nights.

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.

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)

Additional details of objectives and activities (Optional information)

Summary of the main achievements of the charity during the year

In April 2021, Sunday services began back in person, with social distancing between family groups and wearing masks for singing. An option to join by Zoom was also offered each week. A good majority were pleased to return in person, with a small number joining via Zoom. Those coming to the building enjoyed some time to chat outside after the service. Opportunity was also given for those on Zoom to chat together online. Fortnightly mid-week meetings and monthly prayer meetings also resumed in person and our monthly men's discussion group re-started. Our young people also met in person once a month in May and June but school homework prevented this from continuing. Our church AGM was held in April to review our church vision and budget for the year ahead. On Good Friday we opened up a room to the public for several hours and set up various prayer stations to help people to meditate on the events of Easter.

Our minister has continued to serve on the local branch of Friends International Ministries. She and her husband ran two teaching days (on the minor prophets and the book of Revelation) for international students, as part of a course designed to train Christian students in Bible study techniques which they can use on returning to their home country.

Our Bumps and Babies group continued and increased in numbers. In September 2021, we expanded this group back to our original Little Lambs toddler group.

Our Muddy Boots walking group was very pleased to be able to start up again in July, initially with restricted numbers to make the group manageable whilst maintaining some social distancing. They enjoyed an outdoor afternoon tea together in early September, with over 30 people attending. A couple of members of the group also started to join us at our Sunday worship services in the autumn. Our Book Club continued monthly, initially over Zoom and then in person from September. This attracted a small but regular group. The monthly quiz nights, in partnership with the local residents' association, restarted in person in September. A much smaller number attended in person than pre-pandemic, with a number of groups still choosing to join in online.

Childrens' and one-to-one groups were able to start hiring the Centre again from April, with other groups able to re-start in May. The Centre administrator and caretaker remained on partial furlough, working only the hours needed. Our administrative assistant remained on furlough and left us at the end of August, having found alternative employment. From September, an agreement was reached with the caretaker to resume regular but reduced hours to cover maintenance and repairs, whilst the administrator returned to full hours.

Local charity, Neat2Eat, continued to run a cafe on the premises, which has been well used and has enabled our minister to connect with customers and staff and to advertise church events.

In August 2021, around 15 members of the church were able to join Chiddingfold Baptist church members for a picnic. This was a good start in getting to know each other and we hope to continue to connect from time to time and to support one another in prayer. Also, over the summer, a number of people hosted small 'mixer meals' for people within our church to encourage a sense of church family.

In early September, we held a BBQ which was a wonderful opportunity to welcome back some church members who had been unable to join us since before the pandemic, and to re-connect with some members of the local community. We even had a few passers-by join us spontaneously!

Also in September we made the decision to move Sunday services to in-person only, with an audio recording available afterwards on our church WhatsApp group for any who were unable to be there. We were also able to resume live music in services. During our autumn mid-week meetings we followed a series examining the 'post-pandemic church', which helped us to think about the challenges and opportunities that the current cultural climate afforded.

In October, we updated the signs on our building with the new church name and logo, thus consolidating our branding. This venture had been delayed by the pandemic restrictions.

In November we were delighted to welcome 7 international students from the university for a walk and afternoon tea. In late November our minister went to Chiddingfold Baptist to preach in the their Sunday service.

In early December we gave out personalised invites for a newcomers' tea to those who had joined the church in recent months. This was very well attended and enabled all present to get to know one another better.

In December we resumed our hosting of approximately 90 Year 6 pupils from the nearby junior school to present 'Christmas Unwrapped', exploring the story of the birth of Jesus Christ and the events surrounding this. The event is always thoroughly enjoyed by the children.

We once again distributed advent gift bags to neighbouring roads, as this had been very well received in 2020 and it enabled us to share the message of hope, love and light of the Christian faith.

We advertised our Christmas events in our church notice sheet, around the Centre and on our Facebook pages. We held a nativity service on the afternoon of Sunday 12th December, when we encouraged children to join in a re-telling of the Christmas story and had crafts and refreshments for them and their families to enjoy. Our carols by candlelight service, on the following Sunday, saw people attend in person and on Zoom. Church family, friends and relations also enjoyed a short celebration service on Christmas Day.

In January 2022 we began a new venture, initially called Refresh and led by the minister and a small group of volunteers. This started as 5 hours on two Tuesdays per month and was open to anyone who wanted a place to connect with others. The aim is to support those seeking company or struggling with their mental health in friendship, and to share the love of Jesus and the hope that we have in Him. The folding door between the cafe and the adjacent room was opened to create an extended cafe space where people could play board games, engage in craft activities or just come to chat. There was also the option to join one of the team in meditating on the Lord's prayer or a passage of Scripture at certain times of the day. A small but regular group came along and appreciated the opportunity to spend time with others and share some of their life struggles with us. Opening the space up made a good visual impact as it revealed our 'picture windows' depicting Biblical imagery. However, we encountered difficulties with the prayer space because of the noise of the cafe.

On 3rd January our Muddy Boots leaders led a short walk, which was joined by 17 members of the walking group and 8 international students.

Our mid-week meetings in the early part of the year focussed on 'Quiet times with God' and how to get the most out of them. This was followed by a Lent series leading up to Easter.

In late March we once again hosted Year 6 students, this time for the 'Easter Cracked' presentation which tells of Jesus' death and resurrection and the significance of this for us today.

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	Rhianne
Full name(s)	CATHERINE MARY WHITING	RHIANNE BEVERLY MOLE
Position (eg Secretary, Chair, etc)	Minister	SECRETARY

Date 27/1/23

Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2022

INCOME STATEMENT FOR THE YEAR ENDED 31 MARCH 2022

	<i>Note</i>	2022	2021
		£	£
Receipts			
Sundry Gifts		303	153
SO Giving		45,627	38,741
Income Tax on Gift Aid		9,050	9,783
Coronavirus Job Retention Scheme		6,047	28,466
Room Bookings		60,262	22,305
Total Receipts	1.2	121,289	99,447
Payments			
Staff & Staff Housing	2	57,991	59,706
Mission	3	6,430	6,729
Activities/Sunday Services/Worship	4	289	37
Childrens Work	5	44	97
Church Buildings	6	32,975	18,995
Café expenditure	7	-	18,097
Admin Costs	8	2,609	2,552
Total Payments		100,338	106,213
Surplus/-Deficit for the Year		20,951	-6,766

Q E PARK BAPTIST CHURCH
ACCOUNTS FOR THE YEAR TO 31st March 2022

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2022

		Note	2022	2021
ASSETS				
Fixed Assets				
	Freehold Property		511,853	511,853
	Café Equipment		-	-
		12	<u>511,853</u>	<u>511,853</u>
Total Fixed Assets				
Current Assets				
	Other Current Assets			
	Other Debtors	9	<u>7,694</u>	<u>6,004</u>
	Total Other Current Assets		<u>7,694</u>	<u>6,004</u>
	Cash at bank and in hand			
	Barclays Bank		60,308	37,232
	Petty Cash Box		<u>416</u>	<u>673</u>
	Total Cash at bank and in hand		<u>60,724</u>	<u>37,905</u>
			<u>68,418</u>	<u>43,909</u>
Total Current Assets				
Current Liabilities				
	Other Current Liabilities			
	Other Creditors		12,193	2,263
	Deferred income		5,000	5,000
	Payroll Liabilities		<u>1,103</u>	<u>1,621</u>
	Total Other Current Liabilities	11	<u>18,296</u>	<u>8,884</u>
			<u>18,296</u>	<u>8,884</u>
Total Current Liabilities			<u>50,123</u>	<u>35,025</u>
NET CURRENT ASSETS			<u>561,975</u>	<u>546,877</u>
TOTAL ASSETS LESS CURRENT LIABILITIES				
Long Term Liabilities				
	Seba Loan for Comm Centre	10	14,000	18,000
	Pension Scheme Liability	14	<u>14,351</u>	<u>16,205</u>
			<u>28,351</u>	<u>34,205</u>
Total Long Term Liabilities			<u>533,624</u>	<u>512,672</u>
NET ASSETS				
General Fund and Other Reserves				
	Freehold Property Reserve	13	471,853	471,853
	General Fund		<u>61,771</u>	<u>40,819</u>
			<u>533,624</u>	<u>512,672</u>

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

	2022	2021
2. <u>Staff & Staff Housing</u>		
A · Staff:2100 · Pastor Salary	24,500	24,387
A · Staff:2101 · Administrator Salaries	13,468	14,508
A · Staff:2102 · Bookkeeper Salary	315	305
A · Staff:2115 · Caretaker Salary	4,470	5,694
A · Staff:2108 · Pension - Staff	3,647	3,678
A · Staff:2109 · Payroll Admin	718	1,167
A · Staff:2110 · Travel Expenses	158	63
A · Staff:2111 · Training (Courses/Seminars)	883	200
A · Staff:2112 · Other Expenses	233	103
B · Staff Housing:2124 · Lease Back on Manse	9,600	9,600
	<u>57,991</u>	<u>59,706</u>
Total Staff & Staff Housing		

The average total number of full time equivalent employees in the year was 3 (2021 : 3)

The average total number of full and part-time employees in the year was 3 (2021 : 3)

No employees were paid £60,000 or more.

3. Mission

2201 · Friends International	1,000	500
2202 · YMCA	-	500
2203 · Matrix Trust	1,000	375
2204 · BMS	2,000	2,000
2205 · SEBA (Home Mission)	2,000	1,500
2208 · Community Outreach-Fun Days;Tod	430	1,854
	<u>6,430</u>	<u>6,729</u>
Total Mission		

Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2022

Notes to the Accounts

	2022	2021
4. <u>Activities/Sunday Services</u>		
D · Activities/Sunday Services:2400 · Gifts/Cards/Special Occasions	32	-
D · Activities/Sunday Services:2403 · Catering	168	-
E · Worship:2502 · Worship - Miscellaneous	89	37
Total Activities/Sunday Services	<u>289</u>	<u>37</u>
5. <u>Childrens/Youth Work</u>		
F · Childrens/Youth Work:2600 · Children's Work	44	97
Total Childrens/Youth Work	<u>44</u>	<u>97</u>
6. <u>Church Buildings</u>		
G · Church Buildings:2801 · Insurance-contents/employers liability	2,761	2,699
G · Church Buildings:2802 · Electricity (incl heating)	5,789	4,078
G · Church Buildings:2803 · Refuse collection	621	-
G · Church Buildings:2807 · Repairs & Maintenance	14,305	5,379
G · Church Buildings:2808 · Lift Maintenance Contract	565	635
G · Church Buildings:2809 · Cleaning materials	339	422
G · Church Buildings:2810 · Equipment QE Park	1,774	4,272
G · Church Buildings:2811 · Cleaning	6,820	1,511
Total Church Buildings	<u>32,975</u>	<u>18,995</u>
7. <u>Café Expenditure</u>		
H · Cafe:3000 · Staff Salaries	-	14,730
H · Cafe:2108C · Pension	-	563
H · Cafe:3010 · Equipment depreciation	-	2,804
	<u>-</u>	<u>18,097</u>

Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2022

Notes to the Accounts

		2022	2021
8. <u>Admin Costs</u>			
	I · Admin Costs:2900 · Stationery & Office Supplies	741	344
	I · Admin Costs:2901 · BU & Home Mission subs	433	273
	I · Admin Costs:2902 · Computer Consumables	343	70
	I · Admin Costs:2903 · Bank Charges	115	280
	I · Admin Costs:2905 · Postage	8	-
	I · Admin Costs:2907 · Telephone & Internet	166	474
	I · Admin Costs:2909 · Printing, Publicity, Marketing	321	754
	I · Admin Costs:2910 · Copyright	481	318
	I · Admin Costs:2910 · Training (H&S First Aid MS Pkgs)	-	40
		<u>2,609</u>	<u>2,552</u>
Total Admin Costs			
9. <u>Debtors</u>			
	Prepayments	2,943	2,904
	Income Tax on Gift Aid	4,751	3,100
		<u>7,694</u>	<u>6,004</u>
10. <u>Loans:</u>		£	
	Outstanding on loan from SEBU @ 1.4.21	18,000	
	Repayments	<u>-4,000</u>	
	Balance owing at 31.3.22	<u>14,000</u>	
	The loan is interest free and unsecured and repayable in equal bi-annual instalments until September 2025		
11. <u>Creditors</u>			
	Other creditors	12,193	2,263
	Rent received in advance	5,000	5,000
	Payroll liabilities	1,103	1,621
		<u>18,296</u>	<u>8,884</u>

Q E PARK BAPTIST CHURCH
ACCOUNTS FOR THE YEAR TO 31st March 2022

Notes to the Accounts

12. Fixed Assets

		<u>Property</u>	<u>Total</u>
		£	£
Cost			
	At 1.4.21	511,853	511,853
	Additions	-	-
	Disposals	-	-
	At 31.3.22	<u>511,853</u>	<u>511,853</u>
Depreciation			
	At 1.4.21	-	-
	Charge for the year	-	-
	Disposals	-	-
	At 31.3.22	<u>-</u>	<u>-</u>
Net Book Value			
	At 31.3.22	<u>511,853</u>	<u>511,853</u>
	At 31.3.21	<u>511,853</u>	<u>511,853</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 1.4.21	40,819	471,853	512,672
Profit for the year	20,951	-	20,951
At 31.3.22	<u>61,771</u>	<u>471,853</u>	<u>533,624</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 £156, 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 £14,351 as at 31 March 2022.

The accounts and statement of assets and liabilities set out on pages 1-8 relating to the year ending 31 March 2022 are as approved by the leadership team.

Signed: *Catherine M. Whiting* 15/1/23

Report of the Independent Examiner(s) to the Trustees of QE PARK BAPTIST CHURCH
On the accounts for the year ended 31 MARCH 2022

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 of 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 10th Jan 2023

Name ANTHONY H MACLEOD

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

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