

LETCWORTH BAPTIST CHURCH

England & Wales · Charity number 1173298

Details

Status Registered

Legal form CIO

Registered 2017-06-06

Register [View on the Charity Commission register](#)

Contact

Address 83 Howard Drive
Letchworth Garden City
SG6 2BU

Phone 01462671143

Email letchworth.baptist@googlemail.com

Website letchworth-baptist-church.org.uk

Activities

Objects: 3.1.1 THE ADVANCEMENT OF THE CHRISTIAN FAITH IN ACCORDANCE WITH THE BASIS OF FAITH PRIMARILY BUT NOT EXCLUSIVELY WITHIN LETCWORTH GARDEN CITY, HERTFORDSHIRE AND THE SURROUNDING NEIGHBOURHOOD; AND 3.1.2 SUCH OTHER CHARITABLE PURPOSES AS SHALL, IN THE OPINION OF THE MEMBERS OF THE CHURCH IN GENERAL MEETING, PUT INTO PRACTICE THE CHRISTIAN FAITH IN ACCORDANCE WITH THE BASIS OF FAITH, INCLUDING BUT NOT LIMITED TO: THE PREVENTION AND RELIEF OF NEED, HARDSHIP AND SICKNESS AND THE ADVANCEMENT OF EDUCATION. PROVIDED THAT THE ADVANCEMENT OF SUCH PURPOSES MUST BE UNDERTAKEN IN A MANNER THAT IS CONSISTENT WITH THE DOCTRINAL DISTINCTIVES AND ETHICAL STATEMENTS AS MAY BE ADOPTED AND AMENDED BY THE CHURCH FROM TIME TO TIME IN ACCORDANCE WITH THE PROVISIONS OF THE CHURCH RULES.

Activities: Based in Letchworth Garden City we provide Sunday services & other meetings, in English & Chinese, for the worship of God & spiritual instruction of adults & children. Mid week & summer activities for children & teens; mid week activities for older folk. Work in schools with Special Educational Needs children. Pastoral care in the community and at the Yarl's Wood Immigration Centre. .

Classification

- **How:** Makes Grants To Individuals, Provides Services
- **What:** Education/training, Religious Activities
- **Who:** Children/young People, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

Geography

- Albania
- Northern Ireland
- Bedford
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£107,346	£277,998	-	-
2023-12-31	£95,469	£116,320	-	-
2022-12-31	£94,374	£261,268	-	-
2021-12-31	£81,911	£78,560	-	-
2020-12-31	£82,726	£76,618	-	-

Trustees

Name	Role	Appointed
Edmond Eugene McGirr Jr		2026-01-30
MIKE WADDELL		2017-06-06
STEVE WHITTALL		2017-06-06

LETCHWORTH BAPTIST CHURCH

England & Wales - Charity number 1173298

Accounts

Letchworth Baptist Church

Report and Accounts

Year ended 31 December 2024

Stewardship 
Active generosity

1 Lamb's Passage, London EC1Y 8AB
www.stewardship.org.uk

LETCHWORTH BAPTIST CHURCH
LEGAL AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2024

ADDRESS FOR CORRESPONDENCE	Letchworth Baptist Church West View Letchworth Garden City Hertfordshire SG6 3QJ
GOVERNING DOCUMENT	CIO - Association registered June 2017 as amended December 2021
CHARITY REGISTRATION NUMBER	1173298
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	David Chan <i>Pastor</i> Michael Cornell Mike Waddell <i>Secretary & Treasurer</i> Steve Whittall
CHURCH ASSOCIATIONS	Fellowship of Independent Evangelical Churches (FIEC)
BANKERS	HSBC Bank plc Epworth Investment Management Limited
FINANCIAL ADVISORS	Yoke & Co
SOLICITORS	Edward Connor Solicitor
INDEPENDENT EXAMINER	Jaimée Young Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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LETCHWORTH BAPTIST CHURCH

TRUSTEES' ANNUAL REPORT

1st January 2024 to 31st December 2024

The Trustees present their annual report and the financial statements for the year ended 31 December 2024. The accounts employ the cash-based receipts and payments method and comply with Charity Commission guidance CC16.

1 Structure, Governance and Management

Governing documents

The governing documents are:

- Letchworth Baptist Church Constitution, November 2021
- Letchworth Baptist Church Rules, June 2024.

Constitution

Letchworth Baptist Church was registered by the Charity Commission on 6th June 2017 as a Charitable Incorporated Organisation.

Recruitment and appointment of trustees

Trustees are appointed and recruited in accordance with the procedures set out in the governing documents.

Governance and Management

The Trustees have overall responsibility for ensuring that the church fulfils its charitable objectives in a manner that is compliant with the provision of the Constitution and Church Rules, especially the Basis of Faith.

In accordance with the powers set out in the Constitution a Standing Order has been established by which the Trustees delegate the day-to-day management affairs of the Church to the body of Elders. They are supported by deacons who are appointed by the elders and have been assigned specific responsibilities for administrative, ministry or operational functions.

The Elders, who include the pastors, serve as Trustees and generally hold monthly meetings to oversee church operations, review financial matters, and manage the church's affairs. Additionally, they usually gather once a month for prayer.

Church members' business meetings have been conducted both in-person and via Zoom.

2 Objectives and Activities

Charitable Purposes

The purposes of the Church are:

1. The advancement of the Christian faith in accordance with the basis of faith primarily but not exclusively within Letchworth Garden City, Hertfordshire and the surrounding neighbourhood; and
2. Such other charitable purposes as shall, in the opinion of the members of the church in general meeting, put into practice the Christian faith in accordance with the Basis of Faith, including but not limited to: the prevention and relief of need, hardship and sickness and the advancement of education.

Summary of activities

The Church seeks to fulfil public benefit regarding the advancement of the Christian faith in the following ways.

- Promoting and developing spiritual awareness
- Encouraging spiritual and emotional growth
- Encouraging fellowship
- Providing Bible teaching consistent with the Basis of Faith
- Providing opportunities for public worship and prayer
- Supporting Christian missionary and community work consistent with the Church's charitable purposes and ethos, both in the UK and overseas.
- Supporting the local community in a manner consistent with the charitable purposes of the church.

These are generally achieved through a combination of Sunday services, midweek meetings and other activities for adults and children throughout the year.

As a general principle, meetings are open to the public and visitors are warmly welcomed. Communion services are held regularly and participation is open to all who profess faith in the Lord Jesus Christ.

Activities are advertised on the Church web site, via a church WhatsApp group, the noticeboard and by word of mouth. Seasonal and other special events may also be promoted by leaflet distribution.

Both spiritual and material support has also been provided by Church members for missionary and community work in the UK and overseas.

As a general principle the church is funded by donations, not charges, and no one is excluded from membership or participation in the general activities of the church on financial grounds.

All of the activities described have been conducted in accordance with the Charitable Objects and Basis of Faith set out in the governing documents.

3 Achievements and performance

In planning the activities, the Trustees have applied the guidance on public benefit issued by the Charity Commission.

The Church maintained its ministries, in order to provide public benefit, in the following ways:

- Weekly Sunday preaching, teaching and worship meetings, including communion.
- The Church comprises English and Cantonese speaking congregations. Joint English and Chinese meetings include monthly Lighthouse Breakfast services which are open to all.
- Prayer meetings and Bible Studies, in person and via Zoom, aid adherents and enquirers in developing their spiritual life and support the direction of the Church.
- Noah's Ark, a well-loved and attended pre-school toddlers play group.
- Origin8, a weekly, evening activity for young teenagers.
- The weekly afternoon "Friendship Group" for older folk has been maintained.
- In support of the community the Church facilitates the provision of a public defibrillator, hosted a Macmillan coffee morning and arranged and hosted community emergency first aid training.
- Pastoral care has been provided by various Church members on-line, via phone and in-person. This has included welcoming a number of Chinese families who, due to the change in circumstances, had chosen to leave Hong Kong for Great Britain.
- The Church website is used to advertise the church services and activities to the general public and also provide access to Bible teaching by hosting recordings of sermons and other teaching sessions.
- The Missionary Fund enabled Church members and adherents to support specific individuals engaged in Christian work in the UK and overseas, providing a similar public benefit to that of the Letchworth Baptist Church in our community.
- The Church subscribed to the Christians Against Poverty (CAP) Money Coaching programme and a team have been trained to deliver the course, which will be offered to church contacts and the broader community from spring 2025.

The Role of Volunteers

The Church's volunteers comprises both members and adherents who enable all its activities to take place.

4 Financial Review

As the Church income level is well below £250,000 it has adopted cash-based receipts and payments accounting.

General

As an overview, the Church charity received £107,300 income during the period and had outgoings totalling £278,000. There was an overall decrease in funds of £170,700. The funds carried forward are £654,900 and include restricted fund balances of £17,000.

The Church's primary income consists of gifts and "Gift Aid" contributions from members and adherents and is given either as cash offerings or via standing orders. Additional income is generated through interest earned on funds deposited with the Epworth Cash Fund for Charities.

The pastor responsible for the Chinese congregation is an Office Holder Trustee, as set out in the constitution, and is financially supported in order to fulfil his role.

The Church also supports two missionaries. The funding for this is dealt with separately from the general church accounts. A target for missionary support is set in the last Church Business Meeting of each year. Any money collected in this fund is paid out to those missionaries which the Church members, at a Church Business Meeting, have agreed to support. Occasional gifts are made to other Christian ministries.

Additionally, a 'Chinese Ministry Fund' exists to support the work of the Chinese congregation and pastor in the Church and amongst ethnic Chinese and associated communities in the United Kingdom and overseas.

A settlement agreement with the departing pastor, which included a payment-in-lieu of pension, was completed. The support provided to the pastor responsible for the Chinese congregation was reviewed and, in order to be equitable and non-discriminatory, the level of regular pension contributions was aligned with the Baptist Union pension scheme and a lump-sum pension fund contribution of £49,068 was authorised by the church members.

The funds generated by the sale of the manse in 2023 have been designated for three purposes: Pastor Support (for use when a new pastor is appointed to cover items such as accommodation or other associated costs), Evangelism, and Church property maintenance.

Reserves policy

The trustees have determined that the charity should aim to hold unrestricted cash of no less than £21,000 (which equates to about 3 months of pay and operational costs once a new pastor has been appointed) so that the charity could continue to operate should income and / or expenditure vary adversely.

The Church membership is relatively small in number, and income is almost exclusively provided by the donation of members and is thus limited. Should a greater need arise, the policy is to request additional donations from Church Members, in this way additional funds can be quickly raised.

5 Risk review

As a small charity, Letchworth Baptist Church is not subject to the compulsory requirement for risk reviews. However, the Trustees maintain awareness of areas of concern.

The Trustees are conscious that the work of the church is dependent upon the financial support of members and congregation. Without this support the work would be unable to continue. Also maintaining teaching in line with Basis of Faith is important from a spiritual, theological and constitutional perspective, and hence in achieving the church's charitable purpose.

Informal risk assessments for the property and activities are carried out and, where appropriate, action is taken to monitor and mitigate identified risks.

In the year a major review of safeguarding led to updating the Church safeguarding policy and manual, which is now based on the Baptist Union Model. Thirtyone:Eight is retained as the safeguarding advisor.

The Church's GDPR/privacy policy and procedures were also reviewed and a new policy, based on the model provided by the Fellowship of Independent Evangelical Churches (FIEC) was established. The review led to the adoption of the GDPR compliant ChurchBox database which considerably eases privacy management for personal data.

6 Responsibilities of the trustees

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES

Mike Waddell
Secretary

Date:.....

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
LETCHWORTH BAPTIST CHURCH**

I report to the trustees on my examination of the accounts of Letchworth Baptist Church ('the charity') for the year ended 31 December 2024 on pages 8 to 11 following.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 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 2011 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 accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and 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.

Jaimée Young

Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date:

LETCHWORTH BAPTIST CHURCH
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted Funds		Restricted Funds	Total 2024	Total 2023
		General Funds	Designated Funds			
		£	£	£	£	£
Income receipts						
Donations		40,973	-	15,539	56,512	72,102
Gift aid receipts		10,034	-	3,714	13,748	17,268
Lettings		200	-	-	200	-
Income from charitable activities		853	-	786	1,639	2,104
Interest		32,201	-	44	32,245	3,995
Other		2,002	-	-	2,002	-
		<u>86,264</u>	<u>-</u>	<u>20,082</u>	<u>106,346</u>	<u>95,469</u>
Capital and similar receipts						
Sale of property (manse)		-	-	-	-	805,000
Loan repayments		1,000	-	-	1,000	-
		<u>1,000</u>	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>805,000</u>
Total receipts		<u>87,264</u>	<u>-</u>	<u>20,082</u>	<u>107,346</u>	<u>900,469</u>
Payments						
Payments in relation to charitable activities undertaken directly	2	259,625	-	2,501	262,127	100,184
Grants paid in relation to charitable activities undertaken by others	3	370	-	14,202	14,572	16,136
		<u>259,995</u>	<u>-</u>	<u>16,703</u>	<u>276,698</u>	<u>116,320</u>
Loans made		1,300	-	-	1,300	-
		<u>1,300</u>	<u>-</u>	<u>-</u>	<u>1,300</u>	<u>-</u>
Total payments		<u>261,295</u>	<u>-</u>	<u>16,703</u>	<u>277,998</u>	<u>116,320</u>
Net of receipts / (payments) before transfers		(174,031)	-	3,379	(170,652)	784,149
Transfers between funds	5	(582,205)	582,200	5	-	-
Net movement in funds		<u>(756,237)</u>	<u>582,200</u>	<u>3,384</u>	<u>(170,652)</u>	<u>784,149</u>
Cash funds as at last year end		803,017	-	13,578	816,595	32,446
Cash funds at this year end	A	<u>46,781</u>	<u>582,200</u>	<u>16,962</u>	<u>645,942</u>	<u>816,595</u>

The notes on pages 10-11 form part of these accounts.

LETCHWORTH BAPTIST CHURCH
STATEMENT OF ASSETS AND LIABILITIES
AS AT THE YEAR ENDED 31 DECEMBER 2024

	<u>Unrestricted Funds</u>		Restricted funds £	Total 2024 £	Total 2023 £
	General funds £	Designated funds £			
A Cash funds					
Cash at bank with immediate access	13,627	-	16,962	30,588	210,612
Notice deposits	33,154	582,200	-	615,354	605,655
Petty cash	-	-	-	-	328
	<u>46,780</u>	<u>582,200</u>	<u>16,962</u>	<u>645,942</u>	<u>816,595</u>
B Other monetary assets					
Gift aid due to charity	794	-	329	1,122	255
Other debtors	300	-	-	300	207
	<u>1,094</u>	<u>-</u>	<u>329</u>	<u>1,422</u>	<u>461</u>
C Liabilities					
Falling due within one year:					
Payments in lieu of pension	-	-	-	-	137,259
PAYE and pension due	261	-	-	261	174
Fee for Independent Examination	1,170	-	-	1,170	1,320
	<u>1,431</u>	<u>-</u>	<u>-</u>	<u>1,431</u>	<u>138,753</u>
D Assets retained for charity's own use					
			Fund to which asset belongs	Value 2024 £	Value 2023 £
<i>Church building</i>			<i>General</i>	-	-
Contents and equipment			General	66,645	59,504
				<u>66,645</u>	<u>59,504</u>

The trustees have used insurance values for contents and equipment as the trustees are unable to reliably estimate current values; insurance values may differ materially from current values.

Current values have not been quoted for the church building because reliable valuations are not available (disclosure is not mandatory).

E Guarantees and secured debts

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf

by _____ date _____
Mike Waddell

The notes on pages 10-11 form part of these accounts.

LETCHWORTH BAPTIST CHURCH
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

		<u>Unrestricted Funds</u>		Restricted Funds	Total 2024	Total 2023
		General funds	Designated funds			
		£	£	£	£	£
2 Payments in relation to charitable activities undertaken directly						
Employment costs (including mileage)	Note 4	18,011	-	-	18,011	17,469
Additional employer pension contribution	Note 6	49,068	-	-	49,068	-
Payments in lieu of pension	Note 6	137,259	-	-	137,259	30,000
Church ministries and activities		8,358	-	1,960	10,318	9,749
Church repairs, maintenance and equipment		38,784	-	542	39,326	2,121
Church utilities		3,735	-	-	3,735	2,920
Insurance		1,122	-	-	1,122	987
Manse upkeep		-	-	-	-	9,918
Legal and professional fees		1,967	-	-	1,967	26,360
Independent examination fee		1,320	-	-	1,320	660
		<u>259,625</u>	<u>-</u>	<u>2,501</u>	<u>262,127</u>	<u>100,184</u>

3 Grants paid in relation to charitable activities undertaken by others

Organisations:						
Illyrian Gospel Trust		-	-	6,326	6,326	7,552
Organisations < £1,000		-	-	1,560	1,560	831
Support of missionary		-	-	6,316	6,316	7,552
Other individuals		370	-	-	370	200
		<u>370</u>	<u>-</u>	<u>14,202</u>	<u>14,572</u>	<u>16,136</u>

4 Transactions with related parties

D Chan served as a church leader and was paid £14,890 [2022: 11,465] for serving in that capacity, not for serving as a trustee; these payments are permitted by the charity's governing document. Employer pension contributions £514 [2023: £260] - please see note 6 below regarding additional employer pension contributions.

No payments were made to trustees or persons related to them, except for reimbursement of expenses paid out on behalf of the charity.

LETCHWORTH BAPTIST CHURCH
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

5 Movement of funds	Opening balance £	Receipts £	Payments £	Transfers £	Closing balance £
General funds	803,017	87,264	(261,295)	(582,205)	46,781
Designated funds					
Church maintenance	-	-	-	102,200	102,200
Pastor support	-	-	-	450,000	450,000
Evangelism and Community work	-	-	-	30,000	30,000
	<u>803,017</u>	<u>87,264</u>	<u>(261,295)</u>	<u>(5)</u>	<u>628,981</u>
Restricted funds					
Missionary fund	3,329	12,365	(12,642)	-	3,053
Noah's Ark	419	995	(743)	-	672
Ladies Breakfast	73	41	(84)	-	30
Chinese Ministry funds	8,355	5,175	(1,133)	(45)	12,351
Harvest	(6)	547	(591)	50	-
Refurbishment	542	-	(542)	-	-
Christmas Day	866	959	(969)	-	856
	<u>13,578</u>	<u>20,082</u>	<u>(16,703)</u>	<u>5</u>	<u>16,962</u>
Total funds	<u>816,595</u>	<u>107,346</u>	<u>(277,998)</u>	<u>-</u>	<u>645,942</u>

Designated funds

£102,000 has been set aside for church maintenance, including repair of the church roof which will be undertaken in 2025.

£450,000 has been designated for pastor support, for use when a new pastor is appointed to cover items such as accommodation and other associated costs. This fund is expected to be utilised within two years, contingent upon the successful appointment of a pastor.

£30,000 has been specifically designated to support regular evangelistic and community activities over the next few years.

Restricted funds

Missionary fund is for the purpose of raising funds to support a particular missionary/organisation supported by the church.

Noah's Ark is a parent and toddler group that is run by the church; the attendees give donations which are used to provide refreshments and renew play equipment.

The Ladies Breakfast fund is used to cover food for these meetings.

The Chinese Ministry funds are used to support projects including Ministry in China, Ministry to Chinese elsewhere in the world, support of Pastor Chan's Ministry and Central. The transfer relates to reimbursement of expenditure paid from general funds.

Harvest - This is in support of the Mill Grove Children's home.

The refurbishment fund relates to a grant provided by the Letchworth Garden City Heritage Foundation to fit an automated sliding door. The majority of the work was completed in 2022 and further funds spent in 2024.

The Christmas Day funds were paid to the recipient charities after the year end.

6 Payments in lieu of pension and other pension matters

In 2022, in consultation with charity solicitors and the Charity Commission, a settlement agreement was made with the departing pastor which included a payment-in-lieu of pension of £177,106 once the manse had been sold. In 2023 an interim, initial advance payment was made to aid the rental of a property and a tax-efficient plan was recommended by their financial advisor for the remaining amount. The remaining amount, less expenses incurred, was paid in full in 2024.

Regarding the pension for the current pastor, D Chan, after having received professional advice the unconnected trustees made a decision for the employer pension contributions to be aligned with the Baptist Union pension scheme. This resulted in a lump sum payment of £49,068 being paid to NEST pensions.

LETCHWORTH BAPTIST CHURCH

England & Wales - Charity number 1173298

Accounts

Letchworth Baptist Church

Report and Accounts

Year ended 31 December 2023

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CHARTERED SURVEYOR	Davies King Chartered Surveyors
SOLICITORS	Edward Connor Solicitor
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The Pastors and Elders, all of whom are also Trustees, normally meet each month to discuss the church business, monitor church finances and direct the affairs of the church. They normally also meet once each month for prayer.

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3 Achievements and performance

In planning the activities, the Trustees have applied the guidance on public benefit issued by the Charity Commission.

The church was able to maintain the following ministries in order to provide Public Benefit in the following ways:

- Weekly Sunday preaching, teaching and worship meetings, including communion. The post-lockdown use of Zoom has been maintained in order to support those who need to consider their health concerns.
- The church comprises English and Cantonese speaking congregations. Joint English and Chinese meetings include monthly Lighthouse Breakfast services which are open to all.
- Prayer meetings and Bible Studies, in person and via Zoom, aid adherents and enquirers in developing their spiritual life and support the direction of the church.
- The pre-school mums (dads and grandparents) and toddlers group Noah's Ark.
- Origin8, a weekly, evening activity for young teenagers.
- The weekly afternoon "Friendship Group" for older folk has been maintained.
- In support of the defibrillator installed at the end of 2022, in association with the Community Heartbeat Trust, the church hosted community training in its use and in CPR.
- Pastoral care has been provided by various church members on-line, via phone and in-person. This has included welcoming a number of Chinese families who, due to the change in circumstances, had chosen to leave Hong Kong for Great Britain.
- The church web-site has been used to advertise the church services and activities to the general public and also provide access to Bible teaching by hosting audio and video recordings of sermons and other teaching sessions.
- The Missionary Fund enabled church members and adherents to support specific individuals engaged in Christian work in the UK and overseas, providing a similar public benefit to that of the Letchworth Baptist Church in our community.

The Role of Volunteers

The church's volunteers comprises both members and adherents who enable all its activities to take place.

4 Financial Review

As the church income level is well below £250,000 it has transitioned to cash-based receipts and payments accounting. This simplifies and reduces the administration burden.

General

As an overview, the charity received £95,500 income during the period and had outgoings totalling £116,300. Including the sale of the manse, there was an overall increase in funds of £784,100. The funds carried forward are £816,600 and include restricted fund balances of £13,600. The general income of the church is made up principally from gifts and from "Gift Aid" given by church members and adherents either through the Sunday morning offering or by standing order into the bank.

The pastor responsible for the Chinese congregation is an Office Holder Trustee, as set out in the constitution, and is financially supported in order to fulfil his role.

The church also supports two missionaries. The funding for this is dealt with separately from the general church accounts. A target for missionary support is set in the last Church Business Meeting of each year. Any money collected in this fund is paid out to those missionaries which the Church members, at a Church Business Meeting, have agreed to support. Occasional gifts are made to other Christian ministries.

Additionally, a 'Chinese Ministry Fund' exists to support the work of the Chinese congregation and pastor in the church and amongst ethnic Chinese and associated communities in the United Kingdom and overseas.

A settlement agreement was made with the departing pastor which included a payment-in-lieu of pension of £177,106 once the manse had been sold. An interim, initial advance payment was made to aid the rental of a property and a tax-efficient plan was recommended by their financial advisor for the remaining amount. This carries over to 2024.

Charity specialist financial advisors, Yoke and Co, were appointed to advise the church on an investment policy and its implementation regarding the proceeds of the manse sale.

The use of the proceeds is dependent upon the approach taken regarding the appointment of a pastor. The options include the purchase of another manse, a loan to assist the pastor to purchase a property and investing for income to assist in the financial support of a pastor. There are also maintenance needs in the church building. Because of the expected short-term requirements and the need to preserve capital, the Epworth Cash Plus Fund for Charities was selected as an investment vehicle.

Manse Sale

Davies King Chartered Surveyors of Letchworth Garden City were appointed in 2022 and reappointed in 2023, to provide the required valuation report for the manse, prepared under The Charities (Disposition of Land: Designated Advisors and Reports) Regulations 2023 and Charities Act 2011 Section 119. To complement the marketing advice provided, they were also engaged to provide a managed sale service. The property was marketed through Country Properties Estate Agents of Letchworth, and the sale conducted via sealed offers. The sale was completed in September 2023 for £805,000.

Reserves policy

The trustees have determined that the charity should aim to hold unrestricted cash of no less than £9,000 (which equates to about 3 months of operational costs, excluding pay and stipends) so that the charity could continue to operate should income and / or expenditure vary adversely.

The church membership is relatively small in number, and income is almost exclusively provided by the donation of members and is thus limited. Should a greater need arise, the policy is to request additional donations from Church Members, in this way additional funds can be quickly raised.

Due to the sale of the manse, at the year end, the charity held unrestricted cash in excess of £800,000. Currently, this provides more than adequate reserves until its use has been clarified.

5 Risk review

As a small Charity, Letchworth Baptist Church is not subject to the compulsory requirement for risk reviews. However, the Trustees maintain awareness of areas of concern.

The Trustees are conscious that the work of the church is dependent upon the financial support of members and congregation. Without this support the work would be unable to continue. Also maintaining teaching in line with Basis of Faith is important from a spiritual, theological and constitutional perspective and hence in achieving the church's charitable purpose.

Informal risk assessments for the property and activities are carried out and, where appropriate, action has been taken to monitor and mitigate identified risks.

A safeguarding policy based on the Thirtyone:Eight (was Churches Child Protection Advisory Service) guidelines has been maintained and operated.

GDPR compliant privacy procedures have been established and are maintained.

The proceeds of the manse sale introduced the need to be concerned about financial risk. This was addressed in the new Investment Policy which mandates the use high quality, ultra-low risk vehicles aimed at capital preservation.

6 Responsibilities of the trustees

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES

Mike Waddell
Mike Waddell (May 30, 2024 10:15 GMT+1)

Mike Waddell
Secretary

May 30, 2024

Date:.....

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
LETCHWORTH BAPTIST CHURCH

I report to the trustees on my examination of the accounts of Letchworth Baptist Church ('the charity') for the year ended 31 December 2023 on pages 9 to 13 following.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 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 2011 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 accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and 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.

Jaimée Young
Jaimée Young (Jun 3, 2024 11:42 GMT+1)

Jaimée Young

Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: Jun 3, 2024

LETCHWORTH BAPTIST CHURCH
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2023

Notes	<u>Unrestricted Funds</u>		Restricted Funds	Total 2023	Total 2022
	General Funds	Designated Funds			
	£	£	£	£	£
Income receipts					
Donations	59,469	-	12,633	72,102	71,489
Gift aid receipts	14,167	-	3,102	17,268	17,211
Other grants	-	-	-	-	5,589
Income from charitable activities	837	-	1,266	2,104	2,102
Interest	3,959	-	36	3,995	27
Other	-	-	-	-	220
	<u>78,432</u>	<u>-</u>	<u>17,037</u>	<u>95,469</u>	<u>96,638</u>
Capital and similar receipts					
Sale of property (manse)	805,000	-	-	805,000	-
	<u>805,000</u>	<u>-</u>	<u>-</u>	<u>805,000</u>	<u>-</u>
Total receipts	<u>883,432</u>	<u>-</u>	<u>17,037</u>	<u>900,469</u>	<u>96,638</u>
Payments					
Payments in relation to charitable activities undertaken directly	96,807	-	3,377	100,184	73,559
Grants paid in relation to charitable activities undertaken by others	696	-	15,440	16,136	13,799
Total payments	<u>97,503</u>	<u>-</u>	<u>18,817</u>	<u>116,320</u>	<u>87,358</u>
Net of receipts / (payments) before transfers	785,929	-	(1,780)	784,149	9,281
Transfers between funds	-	-	-	-	-
Net movement in funds	785,929	-	(1,780)	784,149	9,281
Cash funds as at last year end	17,088	-	15,357	32,446	23,165
Cash funds at this year end	<u>803,017</u>	<u>-</u>	<u>13,578</u>	<u>816,595</u>	<u>32,446</u>

The notes on pages 11-13 form part of these accounts.

LETCWORTH BAPTIST CHURCH
STATEMENT OF ASSETS AND LIABILITIES
AS AT THE YEAR ENDED 31 DECEMBER 2023

	<u>Unrestricted Funds</u>			Total 2023 £	Total 2022 £
	General funds £	Designated funds £	Restricted funds £		
A Cash funds					
Cash at bank with immediate access	197,034	-	13,578	210,612	17,684
Notice account	605,655	-	-	605,655	14,678
Cash in hand	328	-	-	328	84
	<u>803,017</u>	<u>-</u>	<u>13,578</u>	<u>816,595</u>	<u>32,445</u>
B Other monetary assets					
Gift aid due to charity	255	-	-	255	1,572
Other debtors	207	-	-	207	-
	<u>461</u>	<u>-</u>	<u>-</u>	<u>461</u>	<u>1,572</u>
C Liabilities					
Falling due within one year:					
Payments in lieu of pension	137,259	-	-	137,259	-
PAYE and pension due	174	-	-	174	653
Fee for Independent Examination	1,320	-	-	1,320	660
Accrued expenses	-	-	-	-	1,193
	<u>138,753</u>	<u>-</u>	<u>-</u>	<u>138,753</u>	<u>2,506</u>

D Assets retained for charity's own use	Fund to which asset belongs	Value 2023 £
<i>Church building</i>	General	-
Contents and equipment	General	59,504
		<u>59,504</u>

The trustees have used insurance values for contents and equipment as the trustees are unable to reliably estimate current values; insurance values may differ materially from current values.

Current values have not been quoted for the church building because reliable valuations are not available (disclosure is not mandatory).

E Guarantees and secured debts

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf

by Mike Waddell date May 30, 2024
Mike Waddell (May 30, 2024 10:15 GMT+1)
Mike Waddell (Secretary & Treasurer)

The notes on pages 11-13 form part of these accounts.

LETCHWORTH BAPTIST CHURCH
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

In the previous year, the charity presented accounts prepared on the accruals basis using the Charities SORP. However, as the charity's income is now less than £250,000, it has taken advantage of the option to prepare its accounts on a receipts and payments basis and the results reported previously have been restated; further information is given in note 6 below.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	<u>Unrestricted Funds</u>		Restricted Funds	Total 2023	Total 2022
	General funds	Designated funds			
	£	£	£	£	£
2 Payments in relation to charitable activities undertaken directly					
Employment costs	16,769	-	700	17,469	36,953
Payments in lieu of pension	30,000	-	-	30,000	-
Church ministries and activities	7,428	-	2,321	9,749	9,287
Church repairs and maintenance	1,765	-	355	2,121	12,420
Church utilities	2,920	-	-	2,920	1,946
Insurance	987	-	-	987	799
Manse upkeep	9,918	-	-	9,918	7,709
Legal and professional fees	26,360	-	-	26,360	3,785
Independent examination fee	660	-	-	660	660
	<u>96,807</u>	<u>-</u>	<u>3,377</u>	<u>100,184</u>	<u>73,559</u>

3 Grants and gifts paid to others

Organisations:					
Illyrian Gospel Trust	-	-	7,552	7,552	6,580
Organisations < £1,000	496	-	335	831	489
Support of missionary	-	-	7,552	7,552	6,580
Other individuals	200	-	-	200	150
	<u>696</u>	<u>-</u>	<u>15,440</u>	<u>16,136</u>	<u>13,799</u>

LETCHWORTH BAPTIST CHURCH
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

4 Transactions with related parties

D Chan served as a church leader and was paid £14,890 [2022: 11,465] for serving in that capacity, not for serving as a trustee; these payments are permitted by the charity's governing document.

No payments were made to any other trustees or persons related to them, except for reimbursement of expenses paid out on behalf of the charity.

5 Movement of funds

	Opening balance £	Open bal adjust for RP £	Receipts £	Payments £	Transfers £	Closing balance £
General funds	17,088	-	883,432	(97,503)	-	803,017
	<u>17,088</u>	<u>-</u>	<u>883,432</u>	<u>(97,503)</u>	<u>-</u>	<u>803,017</u>
Restricted funds						
Missionary fund	3,833	(240)	14,841	(15,105)	-	3,329
Noah's Ark	661	(223)	1,287	(1,306)	-	419
Boards	53	-	-	(53)	-	-
Ladies Breakfast	126	-	59	(112)	-	73
Chinese Ministry funds	9,814	45	-	(1,504)	-	8,355
Harvest	-	-	118	(124)	-	(6)
Refurbishment	782	54	-	(294)	-	542
Christmas Day	212	135	732	(212)	-	866
Defibrillator	107	-	-	(107)	-	-
	<u>15,587</u>	<u>(230)</u>	<u>17,037</u>	<u>(18,817)</u>	<u>-</u>	<u>13,578</u>
Total funds	<u>32,675</u>	<u>(230)</u>	<u>900,469</u>	<u>(116,320)</u>	<u>-</u>	<u>816,595</u>

Missionary fund is for the purpose of raising funds to support a particular missionary/organisation supported by the church.

Noah's Ark is a parent and toddler group that is run by the church; the attendees give donations which are used to provide refreshments and renew play equipment.

Boards is a fund used to purchase new external notice boards for the church and refurbish existing notice boards.

The Ladies Breakfast fund is used to cover food for these meetings.

The Chinese Ministry funds are used to support projects including Ministry in China, Ministry to Chinese elsewhere in the world, support of Pastor Chan's Ministry and Central.

Harvest - This is in support of the Mill Grove Children's home. There was provision of food gifts from the Harvest Thanksgiving service given to the home as well as some financial gifts.

The refurbishment fund relates to a grant provided by the Letchworth Garden City Heritage Foundation to fit an automated sliding door. The majority of the work was completed in 2022 and the remaining funds will be spent in 2024.

The Christmas Day Fund for 2023 was to raise funds which will be split 50/50 between The Need Project in Stotfold and Christian Concern.

The defibrillator fund relates to a grant received towards purchasing/leasing a community defibrillator installed outside the church building.

LETCHWORTH BAPTIST CHURCH
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

6 Reconciliation with previously reported funds

As explained in note 1 'Accounting Policies', in the previous year the charity prepared its accounts using the accruals basis; in the current year the charity has taken advantage of the option to prepare its accounts on a receipts and payments basis. The comparatives presented in these accounts have been re-stated using the receipts and payments basis and a reconciliation with the reserves and results reported previously follows:

Reconciliation of reserves

	2022	2021
	£	£
Previously reported reserves, at 31 December	1,709,632	1,816,060
Adjustments arising from use of receipts and payments basis:		
Exclusion of previously included fixed assets	(1,855,829)	(1,792,251)
Exclusion of previously included debtors	(1,572)	(2,467)
Exclusion of previously included creditors	180,214	1,823
Re-stated reserves, at 31 December	<u>32,445</u>	<u>23,165</u>

Reconciliation of results

	2022
	£
Previously reported results	(106,428)
Adjustments arising from use of receipts and payments basis:	
Previously capitalised expenditure, less depreciation, now expensed	(63,578)
Excluded movements in debtors resulting in the recognition of more / (less) income	895
Excluded movements in creditors resulting in the recognition of less / (more) expenditure	178,391
Re-stated results	<u>9,280</u>

7 Payments in lieu of pension

In 2022, in consultation with charity solicitors and the Charity Commission, a settlement agreement was made with the departing pastor which included a payment-in-lieu of pension of £177,106 once the manse had been sold. An interim, initial advance payment was made to aid the rental of a property and a tax-efficient plan was recommended by their financial advisor for the remaining amount. The remaining amount, less expenses incurred, is expected to be paid in full in 2024.

LETCHWORTH BAPTIST CHURCH

England & Wales - Charity number 1173298

Accounts

LETCHWORTH BAPTIST CHURCH CIO
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022

LETCWORTH BAPTIST CHURCH CIO
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022

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LETCHWORTH BAPTIST CHURCH

1st January 2022 to 31st December 2022

Name: Letchworth Baptist Church

Charity Registration Number: Registered Charity Number 1173298

Principal Address: Letchworth Baptist Church
West View
Letchworth Garden City
Herts
SG6 3QJ

Trustees during the period:
(Church Officers and Elders) Derek Moore-Crispin (Released 26/5/22)
David Chan (Pastor)
Mike Waddell (Secretary & Treasurer)
Michael Cornell
Steve Whittall
Clive Johnson (Resigned 27/4/22)

Bankers: HSBC Bank
1 Market Place
Hitchin
Hertfordshire
SG5 1DR

Independent Examiner: MTM, Chartered Accountants
26 Bridge Road East
Welwyn Garden City
Herts
AL7 1HL

LETCHWORTH BAPTIST CHURCH

TRUSTEES' ANNUAL REPORT

1st January 2022 to 31st December 2022

The Trustees present their annual report and the financial statements for the year ended 31 December 2022. The accounts comply with the requirements of the SORP 2019.

1 Structure, Governance and Management

Governing documents

The governing documents are:

- Letchworth Baptist Church Constitution, November 2021
- Letchworth Baptist Church Rules, March 2017.

Constitution

Letchworth Baptist Church was registered by the Charity Commission on 6th June 2017 as a Charitable Incorporated Organisation superseding the previous Letchworth Baptist Church charitable trust.

Recruitment and appointment of trustees

Trustees are appointed and recruited in accordance with the procedures set out in the governing documents.

Governance and Management

The Trustees have overall responsibility for ensuring that the church fulfils its charitable objectives in a manner that is compliant with the provision of the Constitution and Church Rules, especially the Basis of Faith.

In accordance with the powers set out in the Constitution a Standing Order has been established by which the Trustees delegate the day-to-day management affairs of the Church to the body of Elders. They are supported by deacons who are appointed by the elders and have been assigned specific responsibilities for administrative, ministry or operational functions.

The Pastors and Elders, all of whom are also Trustees, normally meet each month to discuss the church business, monitor church finances and direct the affairs of the church. They normally also meet once each month for prayer.

Church members' business meetings have been conducted both in-person and via Zoom.

During the course of the year, due to issues which arose, the church members decided to part company with the pastor of the English congregation. This action complied with the provisions of the Constitution, Church Rules and pastor's Memorandum of Understanding. The process was guided by Edward Connor Solicitors, who are associated with the FIEC and specialise in church related charity issues.

2 Objectives and Activities

Charitable Purposes

The purposes of the Church are:

1. The advancement of the Christian faith in accordance with the basis of faith primarily but not exclusively within Letchworth Garden City, Hertfordshire and the surrounding neighbourhood; and
2. Such other charitable purposes as shall, in the opinion of the members of the church in general meeting, put into practice the Christian faith in accordance with the Basis of Faith, including but not limited to: the prevention and relief of need, hardship and sickness and the advancement of education.

Summary of activities

The Church seeks to fulfil public benefit regarding the advancement of the Christian faith in the following ways.

- Promoting and developing spiritual awareness
- Encouraging spiritual and emotional growth
- Encouraging fellowship
- Providing Bible teaching consistent with the Basis of Faith
- Providing opportunities for public worship and prayer
- Supporting Christian missionary and community work consistent with the Church's objectives and ethos, both in the UK and overseas.
- Supporting the local community in a manner consistent with the charitable purposes of the church.

These are generally achieved through a combination of Sunday services, midweek meetings and other activities for adults and children throughout the year.

As a general principle, meetings are open to the public and visitors are warmly welcomed. Communion services are held regularly and participation is open to all who profess faith in the Lord Jesus Christ.

Activities are advertised on the church web site, a church WhatsApp group, the noticeboard and by word of mouth. Seasonal and other special events may also be promoted by leaflet distribution.

Both spiritual and material support has also been provided by Church members for missionary and community work in the UK and overseas.

As a general principle the church is funded by donation not charges, and no one is excluded from membership or participation in the general activities of the church on financial grounds.

All of the activities described have been conducted in accordance with the Charitable Objects and Basis of Faith set out in the governing documents

The Trustees have regarded the Charity Commission's guidance on public benefit.

3 Achievements and performance

The church was able to maintain the following ministries in order to provide Public Benefit in the following ways:

- Weekly Sunday preaching, teaching and worship meetings, including communion. The use of Zoom has been maintained in order to support those who need to consider their health concerns. Joint English and Chinese meetings include monthly Lighthouse Breakfast services.
- Prayer and Bible Studies have continued to aid adherents and enquirers in developing their spiritual life. These have continued in person and via Zoom.
- The pre-school mums' and toddlers' group Noah's Ark.
- Origin8, a weekly, evening activity for young teenagers.
- The weekly afternoon "Friendship Group" for older folk has been maintained.
- Pastoral care has been provided by various church members on-line, via phone and, where permitted, in-person. This has included welcoming a number of Chinese families who, due to the change in circumstances, had chosen to leave Hong Kong for Great Britain.
- The church web-site has been used to advertise the church services and activities to the general public and also provide access to Bible teaching by hosting audio and video recordings of sermons and other teaching sessions.
- The Missionary Fund enabled church members and adherents to support specific individuals engaged in Christian work in the UK and overseas, providing a similar public benefit to that of the Letchworth Baptist Church in our community.

The Role of Volunteers

The church's volunteers comprises both members and adherents who enable all its activities to take place.

4 Financial Review

General

As an overview, the charity received £94,374 of income during the period and incurred expenses totalling £261,268 giving an decrease in funds of £166,894. In addition, the gains on revaluation of fixed assets was £60,466. The funds carried forward are £1,709,632 and include restricted fund balances of £15,588. The general income of the church is made up principally from gifts and from "Gift Aid" given by church members and adherents either through the Sunday morning offering or by standing order into the bank.

The pastors are Office Holder Trustees, as set out in the constitution and are materially supported in order to fulfil their roles. The church undertakes to provide financial support to both and provides essential accommodation to the senior pastor. The departure of the senior pastor during the year has reduced operating expenses for the year.

In consultation with charity solicitors and the Charity Commission, the church members elected to make provision for a settlement with the outgoing pastor including a payment of £177,000 in lieu of any other pension provision. It would be funded from the sale of the manse.

The church also supports two missionaries. The funding for this is dealt with separately from the general church accounts. A target for Missionary support is set in the last Church Meeting of each year. Any money collected in this fund is paid out to those Missionaries which the Church Meeting has agreed to support.

Additionally, a 'Chinese Ministry Fund' exists to support the work of the Chinese congregation and pastor in the church and amongst ethnic Chinese and associated communities in the United Kingdom and overseas.

Grants were obtained from the Letchworth Garden City Heritage Foundation to assist with two projects:

- The provision of a publicly accessible, Automatic External Defibrillator place by the main door of the church building.
- The provision of an automatic door as part of a project to improve disabled toilet access.

Reserves policy

The major areas of requirement for reserves are in the provision of pay, utility and contractual costs, the replacement of key capital equipment and significant maintenance works on the Trust properties. Given that income is donation based and is limited, there is limited scope for building up reserves. Consequently, the Trustees have sought to address this by budgeting and regularly reviewing the cash flow in order to have advance warning of any potential shortfalls. Church members are made aware of potential shortfalls and the needs of specific projects so that they can help address them. A modest cash reserve has been maintained to facilitate cash flow and protect restricted funds.

5 Risk review

As a small Charity, Letchworth Baptist Church is not subject to the compulsory requirement for risk reviews. However, the Trustees maintain awareness of areas of concern.

The Trustees are conscious that the work of the church is dependent upon the financial support of members and congregation. Without this support the work would be unable to continue. Also maintaining teaching in line with Basis of Faith is important from a spiritual, theological and constitutional perspective and hence in achieving the church's charitable purpose.

Formal and informal risk assessments for the property and activities are carried out and, where appropriate, action has been taken to monitor and mitigate identified risks.

A safeguarding policy based on the Thirtyone:Eight (was Churches Child Protection Advisory Service) guidelines has been maintained and operated.

GDPR compliant privacy procedures have been established and are maintained.

6 Responsibilities of the trustees

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its income and application of resources including income and expenditure for that period. In preparing these financial statements, the trustees are required to

1. select suitable accounting polices and then apply them consistently; make judgements and estimates that are reasonable and prudent;
2. state whether applicable accounting standards and statement of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
3. prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operational existence.

The Church is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES

Mike Waddell
Secretary

Date:.....

Independent examiner's report to the trustees of Letchworth Baptist Church Charitable Incorporated Organisation

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2022 which are set out on pages 8 to 13 .

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 charity's accounts 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 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 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 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.

Signed:

Mark Moberly BFP FCA
Chartered Accountant
MTM, Chartered Accountants
26 Bridge Road East
Welwyn Garden City
Hertfordshire
AL7 1HL

Date:

LETCHWORTH BAPTIST CHURCH CIO

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 December 2022 £	Total Funds Year to 31 December 2021 £
Income from:					
Donations and legacies		69,707	24,420	94,127	81,910
Bank interest		24	3	27	1
Other income		220	-	220	-
Total income		69,951	24,423	94,374	81,911
Expenditure on:					
Church running		9,189	782	9,971	7,150
Church upkeep		4,643	10,522	15,165	6,380
Manse upkeep		7,709	-	7,709	7,883
Pastors & staff salaries and expenses	3	213,351	613	213,964	41,131
Gifts and donations		150	13,649	13,799	15,416
Independent examiners fee		660	-	660	600
Total expenditure		235,702	25,566	261,268	78,560
NET INCOME BEFORE GAINS		(165,751)	(1,143)	(166,894)	3,351
Transfers between funds		(690)	690	-	-
Gain on revaluation of fixed assets		60,466	-	60,466	376,379
NET MOVEMENT IN FUNDS		(105,975)	(453)	(106,428)	379,730
Total funds at 1 January 2022	7	1,800,019	16,041	1,816,060	1,436,330
Total funds at 31 December 2022		1,694,044	15,588	1,709,632	1,816,060

The notes on pages 10 to 13 form part of these financial statements.

LETCHWORTH BAPTIST CHURCH CIO

BALANCE SHEET
AS AT 31 DECEMBER 2022

	Notes	<u>31 December 2022</u>		<u>31 December 2021</u>	
		£	£	£	£
FIXED ASSETS					
Tangible assets	4	<u>1,855,829</u>	1,855,829	<u>1,792,251</u>	1,792,251
CURRENT ASSETS					
Cash at bank and in hand		32,445		23,165	
Other debtors	5	<u>1,572</u>		<u>2,467</u>	
		34,017		25,632	
CURRENT LIABILITIES					
Creditors and accruals	6	<u>180,214</u>		<u>1,823</u>	
NET CURRENT ASSETS			<u>(146,197)</u>		<u>23,809</u>
			<u>1,709,632</u>		<u>1,816,060</u>
TOTAL FUNDS:					
Unrestricted Funds	7		1,694,044		1,800,019
Restricted Funds	7 / 9		<u>15,588</u>		<u>16,041</u>
			<u>1,709,632</u>		<u>1,816,060</u>

The notes on pages 10 to 13 form part of these financial statements.

ON BEHALF OF THE TRUSTEES:

Mike Waddell
Secretary
DATE

LETCHWORTH BAPTIST CHURCH CIO

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022

1. ACCOUNTING POLICIES

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention, with the exception that land and buildings are measured using the revaluation model. The financial statements have been prepared in accordance with Financial Reporting Standard (FRS) 102, the Statement Of Recommended Practice 2019 (SORP) and the Charities Act 2011, on a going concern basis.

The charity constitutes a public benefit entity as defined by FRS102.

(b) Fund accounting

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

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

(c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants are recognised in full in the statement of Financial Activities in the year in which they are receivable.
- Investment income is included when receivable.

(d) Resources expended

All expenditure is recognised in the period in which incurred and, accounted for on an accruals basis. This has then been classified under headings that aggregate all costs related to the category. Resources expended include attributable VAT that cannot be recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

(e) Tangible fixed assets

Tangible fixed assets relating to equipment, fixture and fittings are accounted for using the depreciated cost method. Depreciation is charged to the Statement of Financial Activities for these assets using the straight line method over four years. Tangible fixed assets relating to equipment, fixture and fittings are capitalised when the cost exceeds £100.

The residential property (manse) is recognised at the estimated market value, based on a Chartered Surveyor's assessment, with an effective date of 1 March 2023.

The market value for the church building cannot be reliably estimated as there is no active market. Therefore an insurance valuation is used. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year. Both buildings were revalued in 2021.

(f) Cash Flow Statement

The financial statements do not include a Cash Flow Statement because the charity, as defined by FRS102, is exempt from the requirement to prepare such a statement.

(g) Cash and cash equivalents

Cash and cash equivalents comprise on hand and demand deposits that are subject to an insignificant risk of changes in value

(h) Debtors

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

(i) Liability recognition

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

LETCWORTH BAPTIST CHURCH CIO

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022

2. STATUS

The CIO is registered in England with Companies House number CE010981 and with the Charity Commission number 1173298.

3. STAFF COSTS AND NUMBERS

There were two trustees compensated as office-holders.

	Salaries	Employers Pension
	£	£
The total employment costs were:	<u>34,657</u>	<u>177,157</u>

	Salaries	Employers Pension
	£	£
The amounts paid to the trustees were as follows:		
D Moore-Crispin	23,193	177,000
D Chan	<u>11,465</u>	<u>157</u>
	<u>34,657</u>	<u>177,157</u>

There were no employees or trustees who received total employee benefits of more than £60,000.

During the year there were two trustees who had expenses reimbursed totalling £2150.04 (£1537.04 from unrestricted funds and £613 from restricted funds)

These expenses related to travel, admin and other ministry costs.

Derek Moore-Crispin received expenses in the period Jan-March 2022 only.

One of these trustees, Derek-Moore Crispin, receives a stipendary package which includes occupation of a property plus utility and car costs which are reported as benefits-in-kind.

4. TANGIBLE FIXED ASSETS

	Land & Buildings	Equipment	Total
	£	£	£
Cost			
As at 1 January 2022	1,792,251	-	1,792,251
Additions	-	3,409	3,409
Revaluations	<u>60,466</u>	<u>-</u>	<u>60,466</u>
As at 31 December 2022	<u>1,852,717</u>	<u>3,409</u>	<u>1,856,126</u>
Depreciation			
As at 1 January 2022	-	-	-
Provided during the period	<u>-</u>	<u>297</u>	<u>297</u>
As at 31 December 2022	<u>-</u>	<u>297</u>	<u>297</u>
Net Book Value			
As at 31 December 2022	<u>1,852,717</u>	<u>3,112</u>	<u>1,855,829</u>
As at 1 January 2022	<u>1,792,251</u>	<u>-</u>	<u>1,792,251</u>

LETCWORTH BAPTIST CHURCH CIO

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022**

5. DEBTORS

	2022 £	2021 £
Gift aid debtor	1,572	2,467
	<u>1,572</u>	<u>2,467</u>

6. CREDITORS AND ACCRUALS

	2022 £	2021 £
Accrued expenses	1,193	1,181
PAYE & pension due	652	642
Deferred income	1,369	-
Other creditors	177,000	-
	<u>180,214</u>	<u>1,823</u>

7. MOVEMENT IN FUNDS

RESTRICTED FUNDS

	Funds brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Revaluation gain £	Funds carried forward £
Missionary Account	3,750	13,242	(13,160)	-	-	3,832
Noahs Ark	319	722	(380)	-	-	661
Boards	53	-	-	-	-	53
Ladies Breakfast	34	170	(77)	-	-	127
Chinese Ministry Funds	6,010	4,742	(938)	-	-	9,814
Harvest	-	63	(63)	-	-	-
Refurbishment	4,950	2,929	(7,787)	690	-	782
Christmas Day	65	573	(426)	-	-	212
Defibrillator	860	1,982	(2,735)	-	-	107
	<u>16,041</u>	<u>24,423</u>	<u>(25,566)</u>	<u>690</u>	<u>-</u>	<u>15,588</u>

UNRESTRICTED FUNDS

	£	£	£	£	£	£
General Fund	1,800,019	69,951	(235,702)	(690)	60,466	1,694,044

A description of each of the restricted funds is given in Note 8

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets & investments	1,855,829	-	1,855,829
Current assets	17,984	16,033	34,017
Current liabilities	(179,769)	(445)	(180,214)
	<u>1,694,044</u>	<u>15,588</u>	<u>1,709,632</u>

LETCHWORTH BAPTIST CHURCH CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022

9. PURPOSES OF RESTRICTED FUNDS

Missionary Fund

A missionary target is agreed at the church meeting in November for the following financial year. The funds so raised are kept in a separate account to the main church account and all the proceeds are distributed to the missionaries sent out by the church. The distribution of the funds is agreed from time to time at a church meeting. Some of the funds may be designated to a particular missionary/organisation, if so these are paid in accordance with the donors wishes.

Noah's Ark

This is the parent & toddler group that is run by the Church; the attendees give donations which are then used to provide refreshments and re-new play equipment.

Boards

This is a fund used to purchase new external notice boards for the church. Residual funds will be used for refurbishment of internal and external notice boards.

Ladies Breakfast

The ladies attending the breakfast meetings make a donation which is used to cover food and gifts.

Chinese Ministry Funds

This is used to collect solicited and unsolicited gifts as well as donations from certain meetings under the headings Ministry in China, Ministry to Chinese elsewhere in the world, support of Pastor Chan's Ministry and Central. Gifts and dispersals are then made from the donations.

Harvest

This is in support of the Mill Grove Children's home. There was provision of food gifts from the Harvest Thanksgiving service given to the home as well as some financial gifts.

Refurbishment Fund

A grant from the Letchworth Garden City Heritage Foundation of £3,619 was received to fit an automated sliding door. The majority of this work was done in 2022 with some remaining to be done in 2023.

Christmas Day Fund

Gifts received for The Foodbank in Letchworth Garden City, per church members' meeting decision.

Defibrillator Fund

A Grant received from the Letchworth Garden City Heritage Foundation of £1,970 and gifts received towards purchasing/leasing a defibrillator for the community to be situated on the external church building. Provided and installed outside the church building, as a managed service by the Community Heartbeat Foundation.

10. RELATED PARTY TRANSACTIONS

During the year various small payments were made to pastors to reimburse them for expenses incurred for travel, postage and stationery. Both of the trustees were paid travel expenses by the Church. Other expenses paid to the trustees were to cover the costs of various charitable activities, and were not personal expenses.

LETCHWORTH BAPTIST CHURCH

England & Wales - Charity number 1173298

Accounts

REGISTERED CHARITY NUMBER : 1173298
CIO REGISTERED NUMBER : CE010981

**LETCHWORTH BAPTIST CHURCH
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR TO 31 DECEMBER 2021**

LETCHWORTH BAPTIST CHURCH CIO
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

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LETCHWORTH BAPTIST CHURCH

1st January 2021 to 31st December 2021

Name: Letchworth Baptist Church

Charity Registration Number: Registered Charity Number 1173298

Principal Address: Letchworth Baptist Church
West View
Letchworth Garden City
Herts
SG6 3QJ

Trustees during the period: Derek Moore-Crispin (Senior Pastor)
(Church Officers and Elders) David Chan (Pastor)
Mike Waddell (Secretary & Treasurer)
Michael Cornell
Steve Whittall
Clive Johnson (appointed 29/06/21)

Bankers: HSBC Bank
1 Market Place
Hitchin
Hertfordshire
SG5 1DR

Independent Examiner: MTM Chartered Accountants
26 Bridge Road East
Welwyn Garden City
Herts
AL7 1HL

LETCHWORTH BAPTIST CHURCH

TRUSTEES' ANNUAL REPORT

1st January 2021 to 31st December 2021

The Trustees present their annual report and the financial statements for the year ended 31 December 2021. The accounts comply with the requirements of the SORP 2019.

1 Structure, Governance and Management

Governing documents

The governing documents are:

- Letchworth Baptist Church Constitution, November 2021
- Letchworth Baptist Church Rules, March 2017.

Constitution

Letchworth Baptist Church was registered by the Charity Commission on 6th June 2017 as a Charitable Incorporated Organisation superseding the previous Letchworth Baptist Church charitable trust.

Recruitment and appointment of trustees

Trustees are appointed and recruited in accordance with the procedures set out in the governing documents.

Governance and Management

The Trustees have overall responsibility for ensuring that the church fulfils its charitable objectives in a manner that is compliant with the provision of the Constitution and Church Rules, especially the Basis of Faith.

In accordance with the powers set out in the Constitution a Standing Order has been established by which the Trustees delegate the day-to-day management affairs of the Church to the body of Elders. They are supported by deacons who are appointed by the elders and have been assigned specific responsibilities for administrative, ministry or operational functions.

The Pastors and Elders, all of whom are also Trustees, normally meet each month to discuss the church business, monitor church finances and direct the affairs of the church. They normally also meet once each month for prayer.

Church members' business meetings were maintained very effectively using Zoom during the Covid lockdown. The Constitution was then updated to include provision for the

continued use of electronic church members' meetings, allowing video meeting services, such as Zoom, to be used when required.

MTM Chartered Accountants were appointed as the Independent Examiner after the previous Independent Examiner stopped providing this service.

Due to HSBC's branch closure programme our banking services transferred to the Hitchin branch in September. HSBC also rebranded our bank accounts and established bank charges on current accounts. Consequently, two underused current accounts, Oak and the Number Two account, were closed.

Because of its location at the junction of West View and Broadwater Avenue, the church building has two frontages. This resulted in confusion over its actual postal address as it appeared differently in different databases. This was finally resolved and the address determined to be in West View. Consequently, the address and postcode have been corrected.

As the church emerged from lockdown the Trustees developed a Covid risk assessment and safety plan. We are a small church and maintaining Covid safety for core activities is challenging. Therefore, to lighten the load, as use of the church building resumed, the Trustees adopted a policy of not letting space to non-church organisations.

2 Objectives and Activities

Charitable Purposes

The purposes of the Church are:

1. The advancement of the Christian faith in accordance with the basis of faith primarily but not exclusively within Letchworth Garden City, Hertfordshire and the surrounding neighbourhood; and
2. Such other charitable purposes as shall, in the opinion of the members of the church in general meeting, put into practice the Christian faith in accordance with the Basis of Faith, including but not limited to: the prevention and relief of need, hardship and sickness and the advancement of education.

Summary of activities

The Church seeks to fulfil public benefit regarding the advancement of the Christian faith in the following ways.

- Promoting and developing spiritual awareness
- Encouraging spiritual and emotional growth
- Encouraging fellowship
- Providing Bible teaching consistent with the Basis of Faith
- Providing opportunities for public worship and prayer
- Supporting Christian missionary and community work consistent with the Church's objectives and ethos both in the UK and overseas.

- Supporting the local community in a manner consistent with the charitable purposes of the church.

These are generally achieved through a combination of Sunday services, midweek meetings and other activities for adults and children throughout the year. During lockdown the church's ability to maintain its activities was greatly reduced. Sunday services and various meetings were conducted using Zoom. After lockdown some refurbishment of the church took place and in-person services and activities resumed in the building from the beginning of September. A new, café-style Sunday morning service format was introduced in order to be more visitor friendly and accessible. The Chinese congregation resumed meeting on Sunday afternoons for a Cantonese speaking service.

As a general, principal meetings are open to the public and visitors are warmly welcomed. Communion services are held regularly and participation is open to all who profess faith in the Lord Jesus Christ.

Activities are advertised on the church web site, via a church WhatsApp group, the noticeboard and by word of mouth. Seasonal and other special events may also be promoted by leaflet distribution.

Both spiritual and material support has also been provided by Church members for missionary and community work in the UK and overseas.

As a general principle the church is funded by donation not charges, and no one is excluded from membership or participation in the general activities of the church on financial grounds.

All of the activities described have been conducted in accordance with the Charitable Objects and Basis of Faith set out in the governing documents.

3 Achievements and performance

The church was able to maintain the following ministries in order to provide Public Benefit in the following ways:

- Weekly Sunday preaching, teaching and worship meetings, including communion using Zoom during lockdown and in-person services in the church building after lockdown. The Zoom services were joint English and Chinese. Joint meetings continue, as before lockdown, with monthly Lighthouse Breakfast services in the church building.
- Periodic and regular Zoom-based and in-person prayer, Bible-study and fellowship meetings aimed at engaging church members, adherents and enquirers in developing their spiritual life and supporting the direction of the church.
- It was not possible to maintain the pre-school toddler group, Noah's Ark, after Covid-19 restrictions were introduced. Once the church resumed in-person meetings, planning for an early 2022 reopening was begun.
- Until church activities returned to the building, contact was maintained with children

and families through the regular provision of activity-boxes, which continued to be greatly appreciated.

- The weekly afternoon “Friendship Group” for older folk was maintained using Zoom during lockdown. In-person/hybrid (combined in-person and on-line) meetings were resumed after lockdown.
- Pastoral care has been provided by various church members on-line, via phone and, where permitted, in-person. This has included welcoming a number of Chinese families who, due to the change in circumstances, had chosen to leave Hong Kong for Great Britain.
- The church web-site has been used to advertise the church services and activities to the general public and also provide access to Bible teaching by hosting audio and video recordings of sermons and other teaching sessions.
- The Missionary Fund enabled church members and adherents to support specific individuals engaged in Christian work in the UK and overseas, providing a similar public benefit to that of the Letchworth Baptist Church in our community.

The Role of Volunteers

Post lockdown saw a number of church members and adherents volunteering to lead and contribute to various activities as they restarted.

4 Financial Review

The Impact of Covid-19

The church, so far, has only been lightly touched by Covid, for which we thank God.

The immediate financial impact of Covid-19 restrictions was to reduce income because Sunday offerings were no longer possible. However, the majority of giving via collection switched to Gift-Aided Standing Order donations. Although regular income was marginally reduced, the reduction in expenditure meant that church finances overall remain in a good position. This, along with specific gifts, allowed provision to be made for some maintenance and refurbishment work, which was carried out in 2022.

General

As an overview, the charity received £81,911 income during the period and had outgoings totalling £78,560 giving an increase in funds of £3,351. In addition, the gains on revaluation of fixed assets was £376,379. The funds carried forward are £1,816,060 and include restricted fund balances of £16,041. The general income of the church is made up principally from gifts and from "Gift Aid" given by church members and adherents either through the Sunday morning offering or by standing order into the bank.

The pastors are Office Holder Trustees, as set out in the constitution and are materially supported in order to fulfil their roles. The church undertakes to provide financial support to both and provides essential accommodation to the senior pastor.

The church also supports two missionaries. The funding for this is dealt with separately from the general church accounts. A target for Missionary support is set in the last Church Meeting of each year. Any money collected in this fund is paid out to those Missionaries which the Church Meeting has agreed to support.

The part-time Children's and Families' Pastoral Worker stood down at the end of December 2020. They were part funded from the Missionary Fund. The last 'pay day' was in January 2021.

Additionally, a 'Chinese Ministry Fund' exists to support the work of the Chinese congregation and pastor in the church and amongst ethnic Chinese and associated communities in the United Kingdom and overseas.

Reserves policy

The major areas of requirement for reserves are in the provision of pay, utility and contractual costs, the replacement of key capital equipment and significant maintenance works on the Trust properties. Given that income is donation based and is limited, there is limited scope for building up reserves. Consequently, the Trustees have sought to address this by budgeting and regularly reviewing the cash flow in order to have advance warning of any potential shortfalls. Church members are made aware of potential shortfalls and the needs of specific projects so that they can help address them. A modest cash reserve has been maintained to facilitate cash flow and protect restricted funds.

5 Risk review

As a small Charity, Letchworth Baptist Church is not subject to the compulsory requirement for risk reviews. However, the Trustees maintain awareness of areas of concern.

The Trustees are conscious that the work of the church is dependent upon the financial support of members and congregation. Without this support the work would be unable to continue. Also maintaining teaching in line with Basis of Faith is important from a spiritual and theological perspective and hence in achieving the church's charitable purpose.

Formal and informal risk assessments for the property and activities are carried out and, where appropriate, action has been taken to monitor and mitigate identified risks. This includes safeguarding and Covid-safe risk assessments and procedures for the building and the procurement of appropriate cleaning tools, materials and PPE.

A safeguarding policy based on the Thirtyone:Eight (was Churches Child Protection Advisory Service) guidelines has been maintained and operated.

GDPR compliant privacy procedures have been established and are maintained.

6 Responsibilities of the trustees

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its income and application of resources including income and expenditure for that period. In preparing

these financial statements, the trustees are required to

1. select suitable accounting polices and then apply them consistently; make judgements and estimates that are reasonable and prudent;
2. state whether applicable accounting standards and statement of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
3. prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operational existence.

The Church is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES

Mike Waddell
Secretary

Date:.....

Independent examiner's report to the trustees of Letchworth Baptist Church Charitable Incorporated Organisation

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021 which are set out on pages 9 to 15.

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 charity's accounts 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 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 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 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.

Signed:

Mark Moberly FCA
Chartered Accountant
MTM, Chartered Accountants
26 Bridge Road East
Welwyn Garden City
Hertfordshire
AL7 1HL

Date:

LETCHWORTH BAPTIST CHURCH CIO

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 DECEMBER 2021

Notes	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 December 2021 £	Total Funds Year to 31 December 2020 £
Income from:				
Donations and legacies	60,864	21,046	81,910	82,257
Bank interest	1	-	1	9
Other income	-	-	-	460
Total income	60,865	21,046	81,911	82,726
Expenditure on:				
Church running	6,553	597	7,150	5,990
Church upkeep	6,380	-	6,380	3,672
Manse upkeep	7,883	-	7,883	8,282
Pastors & staff salaries and expenses	40,129	1,002	41,131	46,919
Gifts and donations	185	15,231	15,416	11,275
Independent examiners fee	600	-	600	480
Total expenditure	61,730	16,830	78,560	76,618
NET INCOME BEFORE GAINS	(865)	4,216	3,351	6,108
Transfers between funds	-	-	-	-
Gain on revaluation of investments & fixed assets	376,379	-	376,379	68,526
NET MOVEMENT IN FUNDS	375,514	4,216	379,730	74,634
Total funds at 1 January 2021	1,424,505	11,825	1,436,330	1,361,696
Total funds at 31 December 2021	1,800,019	16,041	1,816,060	1,436,330

The notes on pages 11 to 15 form part of these financial statements.

LETCHWORTH BAPTIST CHURCH CIO

BALANCE SHEET
AS AT 31 DECEMBER 2021

	Notes	<u>31 December 2021</u>		<u>31 December 2020</u> (Restated)	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	4	<u>1,792,251</u>	1,792,251	<u>1,415,872</u>	1,415,872
CURRENT ASSETS					
Cash at bank and in hand		23,165		22,253	
Other debtors		<u>2,467</u>		-	
		<u>25,632</u>		<u>22,253</u>	
CURRENT LIABILITIES					
Creditors and accruals	5	<u>1,823</u>		<u>1,795</u>	
NET CURRENT ASSETS			<u>23,809</u>		<u>20,458</u>
			<u>1,816,060</u>		<u>1,436,330</u>
TOTAL FUNDS:					
Unrestricted Funds	6		1,800,019		1,424,505
Restricted Funds	6 / 8		<u>16,041</u>		<u>11,825</u>
			<u>1,816,060</u>		<u>1,436,330</u>

The notes on pages 11 to 15 form part of these financial statements.

ON BEHALF OF THE TRUSTEES:

Mike Waddell
Secretary
Date :

LETCHWORTH BAPTIST CHURCH CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention, with the exception that land and buildings are measured using the revaluation model. The financial statements have been prepared in accordance with Financial Reporting Standard (FRS) 102 and the Statement Of Recommended Practice 2019 (SORP), on a going concern basis.

(b) Fund accounting

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

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

(c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants are recognised in full in the statement of Financial Activities in the year in which they are receivable.
- Investment income is included when receivable.

(d) Resources expended

All expenditure is recognised in the period in which incurred and, accounted for on an accruals basis. This has then been classified under headings that aggregate all costs related to the category. Resources expended include attributable VAT that cannot be recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

(e) Tangible fixed assets

Tangible fixed assets relating to equipment, fixture and fittings are accounted for using the depreciated cost method. Depreciation is charged to the Statement of Financial Activities these assets using the straight-line method over four years. Tangible fixed assets relating to equipment, fixture and fittings are capitalised when the cost exceeds £100.

The residential property (manse) is recognised at the estimated market value, based on an online estate agent site. The market value for the church building cannot be reliably estimated as there is no active market. Therefore an insurance valuation is used. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year. Both buildings were revalued in 2021.

(f) Cash Flow Statement

The financial statements do not include a Cash Flow Statement because the charity, as defined by FRS102, is exempt from the requirement to prepare such a statement.

LETCWORTH BAPTIST CHURCH CIO

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

2 STATUS

The CIO is registered in England with Companies House number CE010981 and with the Charity Commission number 1173298.

3 STAFF COSTS AND NUMBERS

There was one part-time employee (final salary received in January 2021) and two trustees compensated as office-holders.

	Salaries £	Employers Pension £
The total employment costs were:	35,271	157
	<hr/>	<hr/>
	Salaries £	Employers Pension £
The amounts paid to the trustees were as follows:		
D Moore-Crispin	23,192	-
D Chan	11,465	157
	<hr/>	<hr/>
	34,657	157
	<hr/>	<hr/>

There were no employees or trustees who received total employee benefits of more than £60,000.

During the year there were two trustees who had expenses reimbursed totalling £5,703. These expenses related to travel, admin and other ministry costs.

One of these trustees, D Moore-Crispin, receives a stipendiary package which includes occupation of a property plus utility and car costs which are reported as benefits-in-kind.

4 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Equipment £	Land and Buildings £	Total £
Brought forward at 1 January 2021	40,196	48,188	1,327,488	1,415,872
Additions in the period	-	-	-	-
Revaluation	(40,196)	(48,188)	464,763	376,379
Market value at 31 December 2021	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	1,792,251	1,792,251

LETCHWORTH BAPTIST CHURCH CIO

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

5 CREDITORS AND ACCRUALS

	2021	2020
	£	£
Accrued expenses	1,181	1,156
PAYE & pension due	642	639
	1,823	1,795

6 MOVEMENT IN FUNDS

RESTRICTED FUNDS

	Funds brought forward	Incoming resources	Outgoing resources	Transfers	Revaluation gain	Funds carried forward
	£	£	£	£	£	£
Oak	502	-	(342)	(160)	-	-
Missionary Account	3,841	13,672	(13,763)	-	-	3,750
Judy Rees	449	5	(614)	160	-	-
Noahs Ark	410	67	(158)	-	-	319
Boards	53	-	-	-	-	53
Ladies Breakfast	32	50	(48)	-	-	34
Chinese Ministry Funds	4,298	2,100	(388)	-	-	6,010
Thumbs Up/Tick Tock Club	-	50	(50)	-	-	-
Harvest	-	406	(406)	-	-	-
Refurbishment	1,500	3,450	-	-	-	4,950
Christmas Day	740	386	(1,061)	-	-	65
Defibrillator	-	860	-	-	-	860
	11,825	21,046	(16,830)	-	-	16,041

UNRESTRICTED FUNDS

General Fund	1,424,505	60,865	(61,730)	-	376,379	1,800,019
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A description of each of the restricted funds is given in Note 9.

7 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets & investments	1,792,251	-	1,792,251
Current assets	9,140	16,492	25,632
Current liabilities	(1,372)	(451)	(1,823)
	1,800,019	16,041	1,816,060

LETCHWORTH BAPTIST CHURCH CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

8 PURPOSES OF RESTRICTED FUNDS

Oak fund and Judy Rees Fund

Oak ceased at the end of December 2020 and no gifts have been made during 2021. In agreement with the donors residual Oak funds have been used for evangelistic projects.

Missionary Fund

A missionary target is agreed at the church meeting in November for the following financial year. The funds so raised are kept in a separate account to the main church account and all the proceeds are distributed to the missionaries sent out by the church. The distribution of the funds is agreed from time to time at a church meeting. Some of the funds may be designated to a particular missionary/organisation, if so these are paid in accordance with the donors wishes.

Noah's Ark

This is the parent & toddler group that is run by the Church; the attendees give donations which are then used to provide refreshments and re-new play equipment.

Boards

This is a fund used to purchase new external notice boards for the church. Residual funds are to be used for internal notice boards.

Ladies Breakfast

The ladies attending the breakfast meetings make a donation which is used to cover food and gifts.

Chinese Ministry Funds

This is used to collect solicited and unsolicited gifts as well as donations from certain meetings under the headings Ministry in China, Ministry to Chinese elsewhere in the world, support of Pastor Chan's Ministry and Central. Gifts and dispersals are then made from the donations.

Harvest

This is in support of the Mill Grove Children's home. Due to issues surrounding the provision of food gifts from the Harvest Thanksgiving service to the home, financial gifts were made instead.

Refurbishment Fund

A gift received to refit the toilets. The work has not yet been carried out because of Covid but is planned for 2022.

Christmas Day Fund

Gifts received for The Need Project, Stotfold, per church members' meeting decision.

Defibrillator Fund

Gifts received towards purchasing/leasing a defibrillator for the community to be situated on the external church building

9 RELATED PARTY TRANSACTIONS

Judy Rees (daughter of Derek Moore-Crispin, a trustee) was a part-time employee of the CIO until the end of 2020. She received her last remuneration of £614 in January 2021 (2020: £7031).

LETCHWORTH BAPTIST CHURCH CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

10 CHANGE IN ACCOUNTING POLICIES, ESTIMATES AND MATERIAL ERRORS

Tangible Fixed Assets

Tangible fixed assets have been amended for a change in accounting policy. Under the previous accounting policy all tangible fixed assets were valued annually using an insurance valuation. The change in the policy recognises tangible fixed assets, relating to equipment, fixtures and fittings, using the depreciated cost method. In addition, the new policy recognises the value of land and buildings at market value, where it can be reliably estimated.

This change in accounting policy has resulted in the following net increase/(decrease) in funds during the accounting year to 31 December 2021:

	2021
	£
Equipment	(50,598)
Land and buildings	<u>224,922</u>
	<u>174,324</u>

It would be impractical to determine the adjustment in respect of the previous year due to costs involved with determining the valuations to use and the adjustments made previously.

LETCHWORTH BAPTIST CHURCH

England & Wales - Charity number 1173298

Accounts

REGISTERED CHARITY NUMBER: 1173298
CIO REGISTERED NUMBER: CE010981

LETCHWORTH BAPTIST CHURCH CIO
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR TO 31 DECEMBER 2020

LETCHWORTH BAPTIST CHURCH CIO
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

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LETCHWORTH BAPTIST CHURCH

1st January 2020 to 31st December 2020

Name: Letchworth Baptist Church

Charity Registration Number: Registered Charity Number 1173298

Principal Address: Letchworth Baptist Church
Broadwater Avenue
Letchworth Garden City
Herts
SG6 3HJ

Trustees during the period:
(Church Officers and Elders) Derek Moore-Crispin (Senior Pastor)
David Chan (Pastor)
Mike Waddell (Secretary & Treasurer)
Michael Cornell
Steve Whittall
Chris Rees (resigned 22 October 2020)

Bankers: HSBC Bank
Station Place
Letchworth Garden City
Hertfordshire
SG6 3AJ

Independent Examiner: Parlow Associates Ltd
PO Box 103
Gamlingay
Sandy
Bedfordshire
SG19 3ZQ

LETCHWORTH BAPTIST CHURCH

TRUSTEES' ANNUAL REPORT

1st January 2020 to 31st December 2020

The Trustees present their annual report and the financial statements for the year ended 31 December 2020. The accounts comply with the requirements of the SORP 2005.

1 Structure, Governance and Management

Governing documents

The governing documents are:

- Letchworth Baptist Church Constitution, March 2017
- Letchworth Baptist Church Rules, March 2017.

Constitution

Letchworth Baptist Church was registered by the Charity Commission on 6th June 2017 as a Charitable Incorporated Organisation superseding the previous Letchworth Baptist Church charitable trust.

Recruitment and appointment of trustees

Trustees are appointed and recruited in accordance with the governing documents.

Governance and Management

The Trustees have overall responsibility for ensuring that the church fulfils its charitable objectives in a manner that is compliant with the provision of the Constitution and Church Rules, especially the Basis of Faith

In accordance with the powers set out in the constitution a Standing Order has been established by which the Trustees delegate the day-to-day management affairs of the Church to the body of Elders. They are supported by deacons who are appointed by the elders and have been assigned specific responsibilities for administrative, ministry or operational functions.

The Pastors and Elders, all of whom are also Trustees, normally meet each month to discuss the church business, monitor church finances and direct the affairs of the church. They normally also meet once each month for prayer.

Church member's business meetings were maintained very effectively using Zoom.

2 Objectives and Activities

Charitable Purposes

The purposes of the Church are:

1. The advancement of the Christian faith in accordance with the basis of faith primarily but not exclusively within Letchworth Garden City, Hertfordshire and the surrounding neighbourhood; and
2. Such other charitable purposes as shall, in the opinion of the members of the church in general meeting, put into practice the Christian faith in accordance with the Basis of Faith, including but not limited to: the prevention and relief of need, hardship and sickness and the advancement of education.

Provided that the advancement of such purposes are undertaken in a manner that is consistent with the doctrinal distinctives and ethical statements as may be adopted and amended by the church from time to time in accordance with the provisions of the Church Rules.

Summary of activities

The Church seeks to fulfil public benefit regarding the advancement of the Christian faith in the following ways.

- Promoting and developing spiritual awareness
- Encouraging spiritual and emotional growth
- Encouraging fellowship
- Providing Bible teaching consistent with the Basis of Faith
- Providing opportunities for public worship and prayer
- Supporting Christian missionary and community work consistent with the Church's objectives and ethos both in the UK and overseas.
- Supporting the local community in a manner consistent with the charitable purposes of the church.

These are generally achieved through a combination of Sunday services, midweek meetings and other activities for adults and children throughout the year. However, after March 2020 the church's ability to maintain its activities was greatly affected by the restrictions enforced by the national response to Covid-19. Sunday services and various meetings were able to move on-line courtesy of Zoom.

The nature of the church building does not easily lend itself to use when taking into account social distancing and other Covid-19 restrictions. However, it is used weekly as a studio for the on-line Sunday service.

Communion services are held regularly and participation is open to all who profess faith in the Lord Jesus Christ. As a general principle meetings are open to the public, this has been maintained despite the move on-line with a number of 'visitors' joining the services both regularly and from time to time.

In general, activities are advertised on the church web site, noticeboard and by word of mouth. Seasonal and other special events may be promoted by leaflet distribution.

The church supports both an English speaking and a Cantonese speaking Chinese congregation, including pastoral care.

Both spiritual and material support has also been provided by Church members for missionary and community work in the UK and overseas.

As a general principle the church is funded by donation not charges, and no one is excluded from membership or participation in the general activities of the church on financial grounds.

All of the activities described have been conducted in accordance with the Charitable Objects and Basis of Faith set out in the governing documents.

3 Achievements and performance

The church was able to maintain the following ministries in order to provide Public Benefit in the following ways:

- Weekly on-line Sunday preaching, teaching and worship meetings, including communion using Zoom. These are joint English and Chinese services splitting part way through for language specific teaching.
- Periodic and regular Zoom-based prayer, Bible-study and fellowship meetings aimed at engaging church members and adherents in developing the life and direction of the church.
- It was not possible to maintain the pre-school toddler group, Noah's Ark, after Covid-19 restrictions were introduced.
- The Thumbs-up children's club could no longer run but contact was maintained with children and families through the regular provision of activity-boxes which were greatly appreciated.
- Contact was maintained with the Origin-8 young people's group via social media and giving Bibles as a Christmas gift.
- The weekly afternoon "Friendship Group" for older folk was maintained using Zoom.
- Pastoral care was provided on-line, via phone and, when permitted, in-person. This also included Christmas hampers to some needy families and a number of people who lived alone and were isolated because of the Covid-19 restrictions.
- The church website is used to advertise the church services and activities to the general public and also provide access to Bible teaching by hosting audio and video recordings of Sunday service sermons and other teaching sessions.

- The Missionary Fund enables church members and adherents to support specific individuals engaged in Christian work in the UK and overseas providing a similar public benefit to that of the Letchworth Baptist Church in our community.

Project Oak

Under the Covid-19 restrictions it was not feasible to operate Project Oak, which has run for a number of years. The church's Pastoral Worker for Children and Families, worked in schools in the Letchworth Garden City community with children with behavioural and emotional issues and Special Educational Needs. It focused on both character and social development and is an expression of Christian concern for others.

After many years of faithful and diligent service the pastoral worker decided to stand down from the end of December. Therefore Project Oak has been discontinued for the foreseeable future.

The Role of Volunteers

In 2020 the church had three workers who received payment from the church; the two pastors and the Pastoral Worker for Children and Families with regard to "Oak". Their work was supported by around 40 volunteers from the church family.

4 Financial Review

The Impact of Covid-19

The immediate financial impact of Covid-19 restrictions closing church services was to reduce income because Sunday offerings were no longer possible. However, the majority of these gifts have switched to Gift-Aided Standing Order donations direct to the church bank account. Although regular income was marginally reduced, the reduction in expenditure meant that church finances were overall in a good position. This allowed provision to be made for some essential maintenance work.

The weekly use of the church as a studio for the on-line Sunday service satisfies the insurance company's requirements for the building to be deemed occupied, so that the normal cover and terms continued to apply.

General

As an overview, the charity received £82,726 income during the year and had outgoings totalling £76,618 giving an increase in funds of £6,108. The funds carried forward are £1,436,330 and include restricted fund balances of £11,825. The general income of the church is made up principally from gifts and from "Gift Aid" given by church members and adherents either through the Sunday morning offering or by standing order into the bank.

The pastors are Office Holder Trustees, as set out in the constitution and are materially supported in order to fulfil their roles. The church undertakes to provide financial support to both and provides essential accommodation to the senior pastor.

The church also supports a number of missionaries. The funding for this is dealt with separately from the general church accounts. A target for missionary support is set in the last Church Meeting of each year. Any money collected in this fund is paid out to those missionaries which the Church Meeting has agreed to support. The Children's and Families' Pastoral Worker was part funded from this source.

Additionally a 'Chinese Ministry Fund' is operated to support work amongst ethnic Chinese and associated communities in the United Kingdom and overseas.

Reserves policy

The major areas of requirement for reserves are in the provision of pay, utility and contractual costs, the replacement of key capital equipment and significant maintenance works on the Trust properties. Given that income is donation based and is limited, there is limited scope for building up reserves. Consequently, the Trustees have sought to address this by budgeting and regularly reviewing the cash flow in order to have advance warning of any potential shortfalls. Church members are made aware of potential shortfalls and the needs of specific projects so that they can help address them. A modest cash reserve has been maintained to facilitate cash flow and protect restricted funds.

5 Risk review

As a small Charity, Letchworth Baptist Church is not subject to the compulsory requirement for risk reviews. However, the Trustees maintain awareness of areas of concern.

The Trustees are conscious that the work of the church is dependent upon the financial support of members and congregation, giving by collection and donation. Without this support the work would be unable to continue. Also maintaining teaching in line with Basis of Faith is important from a spiritual and theological perspective and hence in achieving the church's charitable purpose.

Risk assessments for the property and community support activities are carried out and, where appropriate, action has been taken to monitor and mitigate identified risks. This included Covid-safe risk assessments for the building and the procurement of appropriate cleaning tools, materials and PPE.

A safeguarding policy based on the Thirtyone:Eight (was Churches Child Protection Advisory Service) guidelines has been maintained and operated.

GDPR compliant privacy procedures have been established and are maintained.

6 Responsibilities of the trustees

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its income and application of resources including income and expenditure for that period. In preparing these financial statements, the trustees are required to

1. select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent;

2. state whether applicable accounting standards and statement of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
3. prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operational existence.

The Church is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:

Mike Waddell
Secretary
10 May 2021

Independent examiner's report to the trustees of Letchworth Baptist Church Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2020 as set out on pages 9 to 14.

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 carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 as required by section 130 of the Act; or (2) the accounts do not accord with those records.

I confirm that there are no matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed:

Ian G Parker FCA
Chartered Accountant
Parlow Associates Ltd.
PO Box 103
Gamlingay
Sandy SG19 3ZQ

10 May 2021

LETCHWORTH BAPTIST CHURCH CIO

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 December 2020 £	Total Funds Year to 31 December 2019 £
Income from:					
Donations and legacies		60,020	22,237	82,257	84,485
Bank interest		6	3	9	12
Other income		460	-	460	700
Total income		<u>60,486</u>	<u>22,240</u>	<u>82,726</u>	<u>85,197</u>
Expenditure on:					
Church running		5,852	138	5,990	11,896
Church upkeep		3,672	-	3,672	6,389
Manse upkeep		8,282	-	8,282	7,398
Pastors & staff salaries and expenses	3	39,706	7,213	46,919	49,970
Gifts and donations		-	11,275	11,275	11,429
Independent examiners fee		480	-	480	480
Total expenditure		<u>57,992</u>	<u>18,626</u>	<u>76,618</u>	<u>87,562</u>
NET INCOME BEFORE GAINS		2,494	3,614	6,108	(2,365)
Transfers between funds		-	-	-	-
Gain on revaluation of investments & fixed assets		68,526	-	68,526	70,478
NET MOVEMENT IN FUNDS		<u>71,020</u>	<u>3,614</u>	<u>74,634</u>	<u>68,113</u>
Total funds at 1 January 2020	7	<u>1,353,485</u>	<u>8,211</u>	<u>1,361,696</u>	<u>1,293,583</u>
Total funds at 31 December 2020		<u>1,424,505</u>	<u>11,825</u>	<u>1,436,330</u>	<u>1,361,696</u>

The notes on pages 11 to 14 form part of these financial statements.

LETCWORTH BAPTIST CHURCH CIO

BALANCE SHEET
AS AT 31 DECEMBER 2020

	Notes	<u>31 December 2020</u>		<u>31 December 2019</u>	
		£	£	£	£
FIXED ASSETS					
Tangible assets	4	<u>88,384</u>		<u>83,813</u>	
Investments	5	<u>1,327,488</u>		<u>1,263,533</u>	
			1,415,872		1,347,346
CURRENT ASSETS					
Cash at bank and in hand		<u>22,253</u>		<u>15,645</u>	
		22,253		15,645	
CURRENT LIABILITIES					
Creditors and accruals	6	<u>1,795</u>		<u>1,295</u>	
NET CURRENT ASSETS			<u>20,458</u>		<u>14,350</u>
			<u>1,436,330</u>		<u>1,361,696</u>
TOTAL FUNDS:					
Unrestricted Funds	7		1,424,505		1,353,485
Restricted Funds	7 / 9		<u>11,825</u>		<u>8,211</u>
			<u>1,436,330</u>		<u>1,361,696</u>

The notes on pages 11 to 14 form part of these financial statements.

ON BEHALF OF THE TRUSTEES:

Mike Waddell
Secretary
10 May 2021

LETCHWORTH BAPTIST CHURCH CIO

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention, with the exception that fixed assets and investments are stated at insurance value. The financial statements have been prepared in accordance with Financial Reporting Standard (FRS) 102 and other applicable accounting standards and on a going concern basis.

(b) Fund accounting

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

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

(c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants are recognised in full in the statement of Financial Activities in the year in which they are receivable.
- Investment income is included when receivable.

(d) Resources expended

All expenditure is recognised in the period in which incurred and, accounted for on an accruals basis. This has then been classified under headings that aggregate all costs related to the category. Resources expended include attributable VAT that cannot be recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

(e) Tangible fixed assets

Tangible fixed assets are accounted for at market value. A revaluation is carried out each year and the net gains and losses arising are shown within the Statement of Financial Activities. Therefore, no depreciation is provided.

(f) Investments

Investments relate to the church and manse buildings which are stated at insurance re-building value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

(g) Cash Flow Statement

The financial statements do not include a Cash Flow Statement because the charity, as defined by FRS102, is exempt from the requirement to prepare such a statement.

LETCHWORTH BAPTIST CHURCH CIO

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

2. STATUS

The CIO is registered in England with Companies House number CE010981 and with the Charity Commission number 1173298.

3. STAFF COSTS AND NUMBERS

There was one part-time employee and two trustees paid as office-holders.

The employment costs were: £
7,031

The costs paid to the two trustees as office holders were: 34,656

One of these trustees, Derek-Moore Crispin, receives a stipendary package which includes occupation of a property plus utility and car costs which are reported as benefits-in-kind.

4. TANGIBLE FIXED ASSETS

	Fixtures and Fittings	Equipment	Total
	£	£	£
Brought forward at 1 January 2020	37,920	45,893	83,813
Additions in the period	-	-	-
Revaluation	2,276	2,295	4,571
Market value at 31 December 2020	<u>40,196</u>	<u>48,188</u>	<u>88,384</u>

Fixed assets are restated to their insurance value (market value) annually.

5. INVESTMENTS

Brought forward at 1 January 2020	1,263,533
Revaluation	<u>63,955</u>
Market value at 31 December 2020	<u>1,327,488</u>

The investments all relate to the properties.

Investments are restated to their insurance value (market value) annually.

LETCWORTH BAPTIST CHURCH CIO

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

6. CREDITORS AND ACCRUALS

	2020	2019
	£	£
Accrued expenses	1,156	676
PAYE & pension due	639	619
	1,795	1,295

7. MOVEMENT IN FUNDS

RESTRICTED FUNDS

	Funds brought forward	Incoming resources	Outgoing resources	Transfers	Revaluation gain	Funds carried forward
	£	£	£	£	£	£
Oak	462	1,960	-	(1,920)	-	502
Missionary Account	4,181	15,132	(10,315)	(5,157)	-	3,841
Judy Rees	402	-	(7,030)	7,077	-	449
Noahs Ark	356	54	-	-	-	410
Boards	53	-	-	-	-	53
Ladies Breakfast	37	32	(37)	-	-	32
Chinese Ministry Funds	2,720	1,909	(331)	-	-	4,298
Thumbs Up Club	-	60	(60)	-	-	-
Harvest	-	719	(719)	-	-	-
Refurbishment	-	1,500	-	-	-	1,500
Christmas Day	-	874	(134)	-	-	740
	8,211	22,240	(18,626)	-	-	11,825

UNRESTRICTED FUNDS

General Fund	1,353,485	60,486	(57,992)	-	68,526	1,424,505
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A description of each of the restricted funds is given in Note 10.

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets & investments	1,415,872	-	1,415,872
Current assets	10,428	11,825	22,253
Current liabilities	(1,795)	-	(1,795)
	1,424,505	11,825	1,436,330

LETCHWORTH BAPTIST CHURCH CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

9. PURPOSES OF RESTRICTED FUNDS

Oak fund and Judy Rees Fund

Gifts have been made to the church for Judy, and for the work in schools supporting children with special needs and their families. Judy is partially paid from the Missionary Fund and the balance from Oak.

Missionary Fund

A missionary target is agreed at the church meeting in November for the following financial year. The funds so raised are kept in a separate account to the main church account and all the proceeds are distributed to the missionaries sent out by the church. The distribution of the funds is agreed from time to time at a church meeting. Some of the funds are designated to a particular missionary/organisation and these are paid in accordance with the donors wishes.

Noah's Ark

This is the parent & toddler group that is run by the Church; the attendees give donations which are then used to provide refreshments and re-new play equipment.

Boards

This is a fund to purchase new notice boards for outside the church.

Ladies Breakfast

The ladies attending the breakfast meetings make a donation which is used to cover food and gifts.

Chinese Ministry Funds

This is used to collect solicited and unsolicited gifts as well as donations from certain meetings under the headings Ministry in China, Ministry to Chinese elsewhere in the world, support of Pastor Chan's Ministry and Central. Gifts and dispersals are then made from the donations.

Harvest

This is to receive financial gifts for Millgrove Childrens' Home instead of usual food gifts as a Harvest Service was not permitted.

Refurbishment Fund

A gift received to refit one of the toilets. The work has not yet been carried out because of the pandemic.

Christmas Day Fund

Gifts received for the Letchworth Foodbank.

10. RELATED PARTY TRANSACTIONS

During the year various small payments were made to pastors to reimburse them for expenses incurred for travel, postage and stationery. Both of the trustees were paid travel expenses by the Church.

Other expenses paid to the trustees were to cover the costs of various charitable activities, and were not personal expenses.

Judy Rees (daughter of Derek Moore-Crispin and married to Chris Rees, both trustees) is an employee of the CIO and she received remuneration of £7,030 during the year (2019: £6,963).