



## Lincoln Road Chapel

### Trustees Annual Report for year ending 31<sup>st</sup> December 2020

#### Aim and Purposes

The principal purpose of the Church is the advancement of the Christian faith in accordance with Membership Fundamentals. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

The Trustees are also specifically responsible for the maintenance of the Church buildings, the manse at 70 Sutherland Road and the adjacent flats (Beaufort House) at 442 Lincoln Road.

#### Objectives and Activities

The Trustees are committed to enabling as many people as possible to worship at our church and to become part of the community at LRC. The Trustees maintain an overview of worship in the Church and make suggestions on how our services can involve the many groups that live within the local area. Our service and worship put faith into practice through prayer and Scripture, music and teaching.

When planning our activities for the year, the Trustees have considered the Charity Commission guidance on public benefit, and in particular, the guidance on charities for the advancement of religion. To this end we try to enable ordinary people to live out their faith as part of our church community through:

- Regular public worship, prayer, Bible study, preaching and teaching;
- Communion of the Lord's Supper which shall normally be observed once a week;
- Evangelism and mission, locally, regionally, nationally and internationally;
- Nurture and growth of Christian disciples;
- Giving and encouraging pastoral care;
- Supporting and encouraging charitable social action in the United Kingdom and abroad;
- Encouraging relationships with and supporting other Christians.

To facilitate this work it is important that we maintain the fabric of the Church and buildings

#### Achievements and Performance

##### *Worship and Prayer*

The Trustees were keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. This includes Bible Study and Prayer Meetings for committed Christians, Gospel and outreach meetings for those exploring the faith and Youth meetings for various age groups. All this dramatically changed on 23<sup>rd</sup> March after the first Stay at Home Order (or Lockdown).

On the first Sundays of January to March we held a Family Service, which was followed by a Fellowship Meal in the Rear Hall, in an attempt to encourage more Families to hear the Gospel. Again, this was stopped by the Lockdown.



## **Lincoln Road Chapel**

### **Trustees Annual Report for year ending 31<sup>st</sup> December 2020**

On the 13<sup>th</sup> April the Church published its first online meeting on You Tube, we also started a weekly Zoom Meeting for Prayer and Bible Study. Lastly a WhatsApp Group and Weekly Newsletter was started to circulate prayer requests and keep the congregation in touch and aware of developments.

At present the Church has 44 members.

#### ***The Church Building***

We were pleased to be able to undertake the redecoration of the Rear Hall prior to Lockdown curtailing further projects.

#### ***Pastoral Care***

Prior to Lockdown the Rear Hall was used by our Toddlers Group on Thursday. We had approximately 20 children for each session (morning and afternoon) with a waiting list for the morning session.

We ran Online Family Church Meetings twice in 2020 on a Saturday. This involved craft activities for the Children, songs, and a short talk . An activities bag was circulated to the Children prior to the Meeting being published on YouTube.

For those members of the Church with no Internet access, the Newsletters and DVDs of the Online Service were circulated to them. Pastor Paul Fellows undertook home and hospital visits where this did not contravene COVID regulations.

#### ***Mission and Evangelism***

We demonstrated our faith by giving to those in need. Although the Church does not take a collection there were boxes at the back of the Church for those who wished to donate in that way. Any donations made to the Church on the 1<sup>st</sup> Sunday of each month were given to charitable causes. Regular recipients included Tear Fund, FEBA Radio, CAM International and Open Doors UK. The Church also responded to specific appeals.

We continued to support these causes throughout the pandemic, using general funds as 1st Sunday collections had ceased.

#### ***Financial Review***

The Church Finances remained in a satisfactory position. The assembly continues to be dependent on donations made by the Church members and other donors, which for the year ending 31<sup>st</sup> December 2020 totalled £47,568. Other income gained was from Rental Income for Beaufort House (£7,440), Gift Aid receipts (£9,124) and Interest on investments (£397).

Whilst total income was down on the previous year, not least because of the pandemic, at £64,529 (2019 - £71,035) our outgoings were also greatly reduced for the same reason. As a result, we had an excess of receipts over payment of £12,651.



## Lincoln Road Chapel

### Trustees Annual Report for year ending 31<sup>st</sup> December 2020

#### ***Reserves Policy***

The Trustees agreed to maintain a balance of £20,304 in the reserve fund, this being part of the £35,000 currently held in National Savings income Bonds. This equates to at least three months unrestricted payments

#### ***Volunteers***

The work was sustained by the good will of the members who give of their time, skills and money so willingly to enable this ministry to continue.

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

The Lincoln Road Chapel is a registered charity (Number 1175925). The Churches Constitution (which includes the fundamental beliefs) details the management and governance of the church. The governing body of the church is the board of trustees, currently comprising of four people. The Charity Trustees are responsible for the governance and daily running of the Church acting according to the will of God as discerned by the Church Members' Meeting and subject to any specific or general directions of the Church Members' Meeting.

The Trustees normally meet six times a year to discuss matters arising from the day to day running of the church. After Lockdown, Trustee Meetings continues online on a weekly basis to reflect the rapidly changing situation. In regard to spiritual matters, the pastor and elders may provide guidance and advice as may be necessary from time to time. The full membership of the church only met once in 2020.

#### ***Administrative information***

<b>Trustees</b>	Paul Fellows (Pastor) Alan Bocock (Treasurer) Richard Fellows (Treasurer) Sathulu Chilongo
<b>Correspondence address</b>	70 Sutherland Road Edmonton N9 7QG
<b>Independent Examiner</b>	Renata Stamoulis MA, MICB Dip.PM Dip 24 Apple Grove Enfield EN1 3DD

***Approved by the Trustees on 25<sup>th</sup> October 2021 and signed on their behalf by Pastor Paul Fellows***



**Financial Statements for the year ending 31st December 2020**

**Statement of Financial Activities**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	56,692	—	—	56,692	63,217
Investment income	396	—	—	396	414
Other incoming resources	7,440	—	—	7,440	7,404
<b>Total income</b>	<b>64,529</b>	<b>—</b>	<b>—</b>	<b>64,529</b>	<b>71,035</b>
<b>Resources used</b>					
Charitable activities	51,878	—	—	51,878	47,548
<b>Total expenditure</b>	<b>51,878</b>	<b>—</b>	<b>—</b>	<b>51,878</b>	<b>47,548</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>12,651</b>	<b>—</b>	<b>—</b>	<b>12,651</b>	<b>23,486</b>
<b>Transfers</b>					
Gross transfers between funds - in	1,300	—	—	1,300	8,689
Gross transfers between funds - out	(1,300)	—	—	(1,300)	(8,689)
<b>Other recognised gains / losses</b>					
<b>Net movement in funds</b>	<b>12,651</b>	<b>—</b>	<b>—</b>	<b>12,651</b>	<b>23,486</b>
<b>Total funds brought forward</b>	<b>78,151</b>	<b>—</b>	<b>—</b>	<b>78,151</b>	<b>54,665</b>
<b>Total funds carried forward</b>	<b>90,802</b>	<b>—</b>	<b>—</b>	<b>90,802</b>	<b>78,151</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	38,538	—	—	38,538	25,830
<b>Designated</b>					
Beaufort House Fund	5,625	—	—	5,625	4,791
Benevolent Fund	505	—	—	505	285
Bengali Christian Ministry	296	—	—	296	410
Building Renovation Fund	14,082	—	—	14,082	14,972
Manse Fund	9,208	—	—	9,208	7,987
Missionary	374	—	—	374	423
Mothers and Toddlers	548	—	—	548	622
Outreach Fund	165	—	—	165	513
Reserve Fund	20,304	—	—	20,304	20,304
Youth Fund	1,153	—	—	1,153	2,010

## Balance Sheet

	This year	Last year
<b>Current assets</b>		
Investments	35,000	35,000
Cash at bank and in hand	55,802	43,151
	<u>90,802</u>	<u>78,151</u>
<b>Net current assets less current liabilities</b>	<b>90,802</b>	<b>78,151</b>
<b>Total assets less current liabilities</b>	<b>90,802</b>	<b>78,151</b>
<b>Total net assets less liabilities</b>	<b>90,802</b>	<b>78,151</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
Unrestricted - General fund	38,538	25,830
<b>Designated</b>		
Designated - Reserve Fund	20,304	20,304
Designated - Building Renovation Fund	14,972	14,972
Designated - Benevolent Fund	505	285
Designated - Bengali Christian Ministry	296	410
Designated - Outreach Fund	165	513
Designated - Mothers and Toddlers	548	622
Designated - Youth Fund	1,153	2,010
Designated - Missionary	374	423
Designated - Beaufort House Fund	5,625	4,791
Designated - Manse Fund	9,208	7,987
<b>Funds of the church</b>	<b>90,802</b>	<b>78,151</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Current assets - Cash at bank and in hand</b>						
Bank current account -	46,094	3,718	—	—	49,813	37,167
Bank reserve account -	(1,431)	7,421	—	—	5,989	5,984
Kingdom Bank -	(6,124)	6,124	—	—	—	—
<b>Totals</b>	<b>38,538</b>	<b>17,264</b>	<b>—</b>	<b>—</b>	<b>55,802</b>	<b>43,151</b>
<b>Current assets - Investments</b>						
NS&I Income Bonds -	—	35,000	—	—	35,000	35,000
<b>Totals</b>	<b>—</b>	<b>35,000</b>	<b>—</b>	<b>—</b>	<b>35,000</b>	<b>35,000</b>
<b>Grand total</b>	<b>38,538</b>	<b>52,264</b>	<b>—</b>	<b>—</b>	<b>90,802</b>	<b>78,151</b>
<b>Current assets - Cash at bank &amp; in hand</b>						

## Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>BCM - Bengali Christian Mi</b>						
Designated	410	—	314	200	—	296
<b>Sub-total for BCM</b>	<b>410</b>	<b>—</b>	<b>314</b>	<b>200</b>	<b>—</b>	<b>296</b>
<b>CommFD - Outreach Fund</b>						
Designated	513	—	347	—	—	165
<b>Sub-total for CommFD</b>	<b>513</b>	<b>—</b>	<b>347</b>	<b>—</b>	<b>—</b>	<b>165</b>
<b>General - General fund</b>						
Unrestricted	25,830	52,294	38,286	(1,300)	—	38,538
<b>Sub-total for General</b>	<b>25,830</b>	<b>52,294</b>	<b>38,286</b>	<b>(1,300)</b>	<b>—</b>	<b>38,538</b>
<b>SunSch - Sunday School</b>						
Designated	—	—	—	—	—	—
<b>Sub-total for SunSch</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>MothTodd - Mothers and Toddlers</b>						
Designated	622	241	314	—	—	548
<b>Sub-total for MothTodd</b>	<b>622</b>	<b>241</b>	<b>314</b>	<b>—</b>	<b>—</b>	<b>548</b>
<b>Youth - Youth Fund</b>						
Designated	2,010	100	957	—	—	1,153
<b>Sub-total for Youth</b>	<b>2,010</b>	<b>100</b>	<b>957</b>	<b>—</b>	<b>—</b>	<b>1,153</b>
<b>Mission - Missionary</b>						
Designated	423	1,984	3,132	1,100	—	374
<b>Sub-total for Mission</b>	<b>423</b>	<b>1,984</b>	<b>3,132</b>	<b>1,100</b>	<b>—</b>	<b>374</b>
<b>Beaufort - Beaufort House Fund</b>						
Designated	4,791	3,720	2,885	—	—	5,625
<b>Sub-total for Beaufort</b>	<b>4,791</b>	<b>3,720</b>	<b>2,885</b>	<b>—</b>	<b>—</b>	<b>5,625</b>
<b>Manse - Manse Fund</b>						
Designated	7,987	3,720	2,499	—	—	9,208
<b>Sub-total for Manse</b>	<b>7,987</b>	<b>3,720</b>	<b>2,499</b>	<b>—</b>	<b>—</b>	<b>9,208</b>
<b>Reserve - Reserve Fund</b>						
Designated	20,304	—	—	—	—	20,304
<b>Sub-total for Reserve</b>	<b>20,304</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>20,304</b>
<b>Building - Building Renovation</b>						
Designated	14,972	500	1,390	—	—	14,082
<b>Sub-total for Building</b>	<b>14,972</b>	<b>500</b>	<b>1,390</b>	<b>—</b>	<b>—</b>	<b>14,082</b>
<b>Bene - Benevolent Fund</b>						
Designated	285	1,970	1,750	—	—	505
<b>Sub-total for Bene</b>	<b>285</b>	<b>1,970</b>	<b>1,750</b>	<b>—</b>	<b>—</b>	<b>505</b>
<b>Grand total</b>	<b>78,151</b>	<b>64,529</b>	<b>51,878</b>	<b>—</b>	<b>—</b>	<b>90,802</b>

## Analysis of Income and Expenditure

	Unrestricted	Designated	Restricted	Endowment	This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<i>Incoming resources from generated funds - Voluntary income</i>						
0101 - Gift Aid Standing Order	19,860	200	—	—	20,060	21,070
0102 - Gift Aid Bank Transfer	2,528	212	—	—	2,740	—
0110 - Gift Aid Envelope scheme	10,222	910	—	—	11,132	15,325
0120 - Church offerings	5,454	1,602	—	—	7,056	8,674
0302 - Sunday school collections	—	—	—	—	—	19
0303 - Sundry collections	209	241	—	—	450	1,887
0601 - Income tax recovered	9,124	—	—	—	9,124	11,140
0850 - Special Gift Non Gift Aid	4,500	130	—	—	4,630	1,100
0851 - Special Gift Gift Aid	—	1,500	—	—	1,500	4,000
Total	51,897	4,795	—	—	56,692	63,217
<i>Incoming resources from generated funds - Investment income</i>						
1020 - Interest received	396	—	—	—	396	414
Total	396	—	—	—	396	414
<i>Other incoming resources</i>						
1030 - Rent	—	7,440	—	—	7,440	7,404
Total	—	7,440	—	—	7,440	7,404
<b>INCOME TOTAL</b>	<b>52,294</b>	<b>12,235</b>	<b>—</b>	<b>—</b>	<b>64,529</b>	<b>71,035</b>
<b>EXPENDITURE</b>						
<i>Charitable activities</i>						
2200 - Heating, light and water	1,451	371	—	—	1,822	2,305
2201 - Insurance	1,195	1,077	—	—	2,272	1,898
2231 - Cleaning	337	3	—	—	340	385
2232 - Other working expenses	902	1,716	—	—	2,618	2,939
2233 - Building maintenance	519	3,684	—	—	4,203	2,972
2234 - Catering	101	281	—	—	383	992
2235 - Audio and Visual	564	342	—	—	906	552
2236 - Gardens & Grounds.	2,240	140	—	—	2,380	—
2500 - Ministerial Net Pay	22,623	—	—	—	22,623	19,635
2501 - Travel Expenses	777	225	—	—	1,002	900
2502 - Visiting Ministry	920	—	—	—	920	800
2503 - HMRC National Insurance	1,283	—	—	—	1,283	4,425
2504 - Allowance Mrs R Smith	3,425	—	—	—	3,425	3,900
2600 - Publicity	1,236	87	—	—	1,324	285
2610 - Flowers	475	—	—	—	475	600
2630 - Gifts and Prizes	—	—	—	—	—	348
2640 - Stationary	234	—	—	—	234	195
2650 - Arts, Crafts and Activities	—	364	—	—	364	470
2660 - Safeguarding Expences	—	415	—	—	415	—
2700 - Missionary Payment	—	3,132	—	—	3,132	3,741
2710 - Benevolent Fund gift	—	1,750	—	—	1,750	200
Total	38,286	13,591	—	—	51,878	47,548
<b>EXPENDITURE TOTAL</b>	<b>38,286</b>	<b>13,591</b>	<b>—</b>	<b>—</b>	<b>51,878</b>	<b>47,548</b>
<b>GRAND TOTAL</b>	<b>14,007</b>	<b>(1,356)</b>	<b>—</b>	<b>—</b>	<b>12,651</b>	<b>23,486</b>



Charity Commission Registered Charity No. 1175925

**RECEIPTS AND PAYMENT****RECEIPTS - VOLUNTARY**

	<b>2020</b>	<b>2019</b>
Offerings (Gift Aid)	33,110.00	39,786.40
Offerings & Special Gifts	9,954.30	6,355.58
Youth & Childrens Work Receipts	341.00	2,050.41
Benevolent Fund Receipts	1,970.00	40.00
Designated Offerings (Missions)	1,984.00	3,344.60
Sale of Piano (2019) & Cupboard (2020)	60.00	100.00
Legacies	149.00	400.00
	<u>47,568.30</u>	<u>52,076.99</u>

**RECEIPTS FROM ASSETS**

Interest: Bank & Investment Accounts	396.88	414.32
Rent Income: Beaufort House	7,440.00	7,404.00
	<u>7,836.88</u>	<u>7,818.32</u>

**RECEIPTS - OTHER**

Tax Recovered from HMRC (Gift Aid Reciepts)	<u>9,124.32</u>	<u>11,140.01</u>
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**Total Receipts****64,529.50****71,035.32****Bank Balances at 1st Jan. 2019****78,151.57****TOTAL****142,681.07****PAYMENTS - MINISTRY**

Salary/Allowances/Nat. Insurance	28,109.68	27,961.32
Visiting Ministry	920.00	800.00
Bengali Fellowship	314.09	1,048.38
Youth & Childrens Work	314.84	1,230.24
Publicity & Evangelistic outreach	1,324.35	285.91
Annual Offering to A.O.G.	0.00	500.00
	<u>30,982.96</u>	<u>31,825.85</u>

**PAYMENTS - PROPERTY**

Council Tax & Insurances	3,773.86	3,341.89
Utilities (Gas, Electricity & Water)	1,822.91	2,305.20
Repairs, Maintenance & Improvements	2,876.84	2,732.06
Tree Surgery	2,100.00	0.00
Decoration of Rear Hall	1,390.00	0.00
Decoration of Lobby	0.00	500.00
	<u>11,963.61</u>	<u>8,879.15</u>



<b>PAYMENTS - ADMINISTRATION</b>	<b>2020</b>	<b>2019</b>
Stationery	432.19	107.51
Catering (Family Church, Joint Meetings etc.)	126.31	416.65
Audio & Visual	906.09	552.65
Miscellaneous	497.41	334.42
Toys & Arts/Craft Materials	235.49	168.47
Cleaning	337.20	353.93
Safeguarding Expenditure	615.00	0.00
Church Floral Decoration	475.61	600.00
Accounts (Software, Examination etc.)	423.80	368.80
	<u>4,049.10</u>	<u>2,902.43</u>
<b>PAYMENTS - GIFTS</b>		
World Mission & Relief Appeals	3,132.50	3,741.50
Benevolent & Floral Tributes	1,750.00	200.00
	<u>4,882.50</u>	<u>3,941.50</u>
<b>Total Payments</b>	<b>51,878.17</b>	<b>47,548.93</b>
<b>Bank Balances at 31st Dec. 2020</b>	<b>90,802.90</b>	
<b>TOTAL</b>	<b><u>142,681.07</u></b>	

**Bank Balances at 31 December 2020**

Natwest Current a/c	49,813.22	Church	38,538.32
		Mothers & Toddlers	548.25
Natwest Business Reserve a/c	5,989.68	Youth	1,153.20
		Missionary	374.66
National Savings Income Bonds	35,000.00	Beaufort House	5,625.77
		Manse	9,208.25
		Reserve	20,304.11
		Building Renovations	14,082.99
		Outreach	165.96
		Bengali Christian Ministry	296.39
		Benevolent Fund	505.00
	<u>90,802.90</u>		<u>90,802.90</u>

**ASSETS - With approximate value**

Lincoln Road Chapel, Ponders End, Enfield, EN3 4AH	£500,000
Beaufort House, 442 Lincoln Road, Enfield, EN3 4AH	£450,000
The Manse, 70 Sutherland Road, Edmonton, N9 9QG	£350,000

***These properties are held mortgage free in the name of the Trustees for Lincoln Road Chapel***



Lincoln Road Chapel  
Independent Accounts Examination  
1<sup>st</sup> January - 31<sup>st</sup> December 2020'

REPORT

**Lincoln Road Chapel Independent Accounts Examination 2020'**

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**1. General Information:**

**LINCOLN ROAD CHAPEL**

**REGISTERED CHARITY 1175925**

Church location: **LINCOLN ROAD, PONDERS END, ENFIELD EN3  
4AH**

Online: **<https://www.lincolnroadchapel.org.uk/>**

Affiliations: **NONE**

Governing Document: **CONSTITUTION ADOPTED 19 NOV 2017**

Charity Objectives **ADVANCEMENT OF THE CHRISTIAN  
FAITH AND OTHER CHARITABLE PURPOSES FOR THE BENEFIT OF THE  
COMMUNITIES IN THE UNITED KINGDOM AND OTHER PARTS OF THE  
WORLD**

TRUSTEES: **ALAN BOCOCK      CHAIR  
RICHARD FELLOWS    TRUSTEE  
Rev PAUL FELLOWS   TRUSTEE  
CHILONGO SATHULU   TRUSTEE**

**CHURCH ACTIVITIES** IN THE YEAR 1st JANUARY TO 31st DECEMBER 2020,  
LINCOLN ROAD CHAPEL (FURTHER REFERRED TO AS LRC) HAD ADAPTED ITS WORKS TO  
THE DEMANDS IMPOSED BY THE COVID-19 PANDEMIC. DUE TO SOCIAL DISCTANCING, ALL  
FACE-TO-FACE ACTIVITIES HAD STOPPED AND WERE REPLACED, BY THE ONLINE  
MEETINGS. THOSE WERE WEEKLY PRAYER, BIBLE STUDY ON ZOOM, WEEKLY  
NEWSLETTER BY EMAIL AND SUNDAY SERVICE ON SOCIAL MEDIA (YOUTUBE).

**OTHER WORK:** CONTINUED SUPPORT TO VARIOUS CHARITIES VIA ONLINE  
OFFERINGS

**FINANCE:** IN THE YEAR 2020' INCOME AND EXPENSE WERE AFFECTED BY CORONAVIRUS  
(ONLINE PRESENCE ONLY).

CHARITY'S INCOME CAME FROM VOLUNTARY DONATIONS (CASHLESS PAYMENTS) AND  
INVESTMENTS (BANK AND RENT FROM BEAUFORD HOUSE). OTHER INCOME– TAX RECOVERED  
FROM HMRC.

**EXPENSES:** PAYMENTS MADE WERE IN SUPPORT OF THE WORKS OF THE MINISTRY,  
DEVELOPMENT AND MAINTENANCE OF THE PROPERTY OWNED BY THE CHARITY,  
ADMINISTRATIVE PAYMENTS AND GIFT PAYMENTS.

## **2. Charity Commission Directives and their Application in work of LRC**

The aim of this Independent Examination of the Lincoln Road Chapel, Registered Charity's Accounts, is to assure the accuracy of entries and their consistency and comparability with accounting records and past periods.

Lincoln Road Chapel's examination follows the New Charity Commission Directions and Guidance.

The following directions apply:

**1. Eligibility check for Independent Examination** in the year 2020 the total income from the activities of Lincoln Road Chapel was £64,529.50 inclusive of income from Assets and Taxes reclaimed from HMRC. This qualifies Lincoln Road Chapel for an Independent Examination rather than an Audit (1m total income, or £250,000 plus the aggregate value of assets - a threshold for compulsory Audit)

**2. Conflict of interests check** - None

### **3. Recording of the Examination**

Notes have been taken during this Independent Examination, and along with the Report will be available for viewing by third parties.

### **4. Plan of the Examination**

- 27/04 Invitation to examine Lincoln Road Chapel's accounts ending 31<sup>st</sup> December 2020', followed by a Confirmation email on 1/09/2021
- 5/09/21 Accessing software and hard copy of Lincoln Road Chapel's accounts
- 15/09/21 Setting up a plan of the examination - email sent.
- Tasks undertaken in the examination
  - Examination of computer files
  - Examination of paper files



- Verification of information about Lincoln Road Chapel's activities from the gov.uk website.

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- Additional information about the activities from the Lincoln Road Chapel's Website
- Checks for changes/updates in Regulations regarding the Examination
- Detailed checks how the Charity Commission Directives are implemented in the works of Lincoln Road Chapel and in the Independent Examination.
- Checks how the 2019' Independent Report recommendations have been followed.
- Adherence to Anti Money Laundering Regulations as per regulatory guidance. ICB AML: Client Record No: 119348
- Writing the Report and the Conclusive Statement.

**5. Check that accounting records are kept to the required standard.**

Presented accounts are available, complete, and sufficient for the examination. The content of paper files is well documented, containing the bills, invoices, records of direct debit payment, bank statements and other supporting documents. The financial information in manual files is verifiable with the files on Charity's software.

**6. Check that the accounts are consistent with the accounting records.**

The principle of Consistency applies to the accounts of Lincoln Road Chapel for the year 2020. Accounting entries reflect the activities documented and are in line with the past period(s), as per verification. Checks of the manual and computerised records were made and those are conclusive that the records correspond one with another.

**7. Check if the related party transactions took place and were disclosed in the accounts**

This applies only to the accounts prepared on the accrual basis not to Lincoln Road Chapel, where the accounts are prepared on the receipts and payments basis.

**8. Check how reasonable were significant judgements, estimates and accounting policies used in accounting for the types of funds held and in preparation of the accounts.**

The funds are governed by the Trustees and in the Lincoln Road Chapel's accounts are distinguished as follows: the general/unrestricted fund and the designated funds.

The general fund is made up of all money received without any specific allocation request.

The designated funds are to meet the purposes/needs of the ministry and other needs, as per Charity's commitment stated in the Governing Document –

Constitution adopted 19<sup>th</sup> of November 2017 ([www.Gov.UK/find-charity-information](http://www.Gov.UK/find-charity-information)) to spread the Christianity and help other UK and world ministries.

In the year 2020' Lincoln Road Chapel has carried out its church program mainly online.

As face-to-face activities and offerings ceased, there was, consequently, no or little movement of funds. This would refer for example to Building Renovations, Mothers and Toddlers. Decreased use of church premises contributed to the reduced supplier bills during the pandemic. However, to cover those, funds still had to be transferred from General Fund, on the treasurers' decision.

Rents from Beaufort House were incoming, and those were allocated to the Manse and Beauford House Funds.

Public donations continued mainly to Benevolent Fund and were then governed by the Trustees as deemed necessary to meet a specific need or issue caused by the Coronavirus.

The above examples of money management during the pandemic display sound judgement and abilities of the trustees

9. **Check if the Trustees have considered the financial circumstances of the Charity at the reporting period end.** There were no Trustees' meetings during the year 2020 to discuss the financial matters of the Charity. However, despite the decreased activity during the pandemic, the interim accounts were released and at the year-end 2020' accounts were examined by the Elders/Trustees prior to their release to circulate in the Fellowship.



**10. Check the form and content of the accounts.** Charity's accounts are lawfully prepared on a receipts and payments basis, with the annual gross income below the amount of £250,000, (a legal threshold to prepare accounts on a receipts and payments basis).

**11. Identify the items from the analytical review of the accounts that need to be followed up for further explanation or evidence.**

Both manual and computer files are well kept and serve the purpose of identifying how Lincoln Road Chapel manages its income and expenditure as per the activities stated.

**12. Compare the Trustees Annual Report with the accounts.** The Trustees' Annual Report provides comprehensive information about the Charity, its works and finance in the year to 31st December 2020'. It also contains figures for the year 2019. The figures in those Reports were recalculated and compared with the figures in the Lincoln Road Chapel's Accounts, for the years 2020 and 2019.

In conclusion, the Trustees Annual Report accords with the Accounts for the year under the examination (2020) and 2019, though negligible rounding differences may apply.

**13. Write up and sign the Independent Examination Report** This document is the record of the Independent Examination of Lincoln Road Chapel for the year to 31st December 2020'.

#### **Other Responsibilities of the Independent Examiner:**

**The statutory duty to report matters of material significance to the Charity Commission** - No such matters as assessed against the list of nine matters agreed by the Commission, the Office of the Scottish Charity Regulator (OSCR), and the Charity Commission for Northern Ireland (CCN), compulsory for the Independent Examiner to follow.

#### **Examiner's discretion to report relevant matters to the Commission**

No matters outside the list of nine matters of material significance were found and regarded as important to report to the Commission.

### **Recommendations**

Set up of manual files for bills and payments as per category - optional

Evaluation of fixed assets - optional

Filling the Reviewed Accounts and the Trustees' Annual Report with the Commission - as required

### **Legal References**

The Directions of Charity Commission

HMRC website – Independent Examination of Charity Accounts

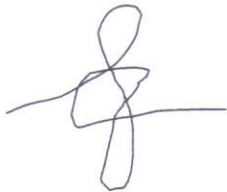
The Charities Act 2011

## Closing Statement

In the Independent Examination of Lincoln Road Chapel for the year ending 31<sup>st</sup> December 2020,' No Matters Came to my Attention.

Signed

Renata Stamoulis  
Independent Examiner  
MICB Full Member



Mr Richard Fellows  
Representing  
the Trustees of  
Lincoln Road Chapel



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