

**Upton Vale Baptist Church**  
**Trustees Annual Report and Accounts**  
**Year ended 31 December 2020**

**Registered Charity Number: 1176425**

# **Upton Vale Baptist Church**

**Year Ended 31 December 2020**

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# **Upton Vale Baptist Church**

## **Trustees' Report**

**Year Ended 31 December 2020**

The Trustees have pleasure in presenting their report and the financial statements of the Charity for the year ended 31 December 2020.

### **Reference and Administrative Information**

#### **Principal address:**

Castle Circus  
St Marychurch Road  
Torquay  
TQ1 3HY

#### **Trustees as at the date of approval of the report:**

Lee Bray (Appointed 6 July 2020)  
Laura Edwards  
Andrew Murray Fordyce  
Andrew Hickford  
David John Jones  
Michael Jones (Appointed 27 July 2020)  
Rachel Martin  
Colin Opie (Appointed 6 July 2020)  
Phyllis Redwood  
Barry Shorto (Appointed 27 July 2020)

#### **Bankers:**

##### **Main Bankers:**

CAF (Charities Aid Foundation)  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4TA

Virgin Money plc  
Jubilee House  
Gosforth  
Newcastle upon Tyne  
NE3 4PL

Baptist Together  
Baptist Union Corporation Limited  
Baptist House  
PO Box 44  
129 Broadway  
Didcot  
OX11 8RT

#### **Other Organisations within the church have accounts with the following Banks:**

TSB Bank Plc  
PO Box 1000  
BX4 7SB

# **Upton Vale Baptist Church**

## **Trustees' Report**

**Year Ended 31 December 2020**

### **Accountants and Independent Examiner**

Francis Clark LLP

Sigma House

Oak View Close

Edginswell Park

Torquay

TQ2 7FF



# **Upton Vale Baptist Church**

## **Trustees' Report**

**Year Ended 31 December 2020**

### **Structure, Governance and Management**

Upton Vale Baptist Church is an incorporated charity with its Constitution being the governing document.

The charity was entered onto the Register of Charities by the Charity Commission on 21 December 2017 on the basis of a constitution approved by a resolution of church members on 28 November 2017. A further resolution was passed by the church members at the Church Meeting on 6 July 2020 to amend clauses 12.5.2 (Church Membership), 14.3.8 (Eligibility to be a Trustee) and 14.4.1 (Maximum Number of Trustees).

Appointment and removal of Trustees is by the church meeting in accordance with the church constitution (Section 14) and charity law. Potential new Trustees are selected from members of the Church. Proceedings of Trustees are in accordance with the church constitution. The managing Trustees are Minister(s) and Elders. The Ministers are appointed by the church meeting to a position which in the case of ministers has the benefit of an annual stipend. The Senior Minister is a Trustee by virtue of their office. Other ministers are not automatically Trustees but may be appointed as Trustees by the church members.

The structure of the church is not hierarchical. The leadership operates as a team with members exercising their gifting under the leading of Almighty God: Father, Son and Holy Spirit.

The Staff Team and Trustees manage the day to day running of the Church under the Management of the Senior Pastor and they have responsibility for:-

- Celebrations & Worship
- Pastoral Care & Discipleship
- Children, Youth and Young Adults
- Outreach
- Administration

This enables us as a church to be fruitful as we focus our energy and prayer on the above five areas.

Church members are encouraged to be active in the life of the church. They are updated on developments and exercise control over major decisions at regular church meetings.

The spiritual direction, teaching and pastoral care of the church is in the hands of the Ministers and Eldership Trustees, with the support of the following sub-groups:

- a. Pastoral Action Team
- b. Global Outreach Team and Local Action Team
- c. Youth Leadership Team
- d. Staff Team

The administration of the church is co-ordinated by the Governance Trustees, with specific people having responsibility in various areas. The trustees operate through action teams for Fabric, Finance, Technical and Media, and Safeguarding.

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

# **Upton Vale Baptist Church**

## **Trustees' Report**

**Year Ended 31 December 2020**

### **Health and Safety**

The Health & Safety function is outsourced to Peninsula Business Services (Business 123) who initially undertook a full Health & Safety Audit and produced a comprehensive Health & Safety Manual along with all relevant policies and procedures which are reviewed regularly. We have trained Health & Safety representatives who undertake and review Risk Assessments. Business 123 make the church aware of and update the policies and procedures as new legislation is introduced.

Health & Safety is on the agenda of the Trustees meeting and includes reports on any accidents, risk assessments, changes in legislation and any other Health & Safety Matters.

### **Payroll and Human Resources**

West England Baptist Association (WEBA) continue to perform the whole payroll process. Monthly reports are provided for the Chair of Finance Team and the Treasurer.

The Human Resources Function is outsourced to Peninsula Business Services (Bright HR). A full suite of bespoke policies and procedures are available on line to the HR team and also to staff. A Staff Handbook which contains various policies, procedures and guidance is circulated to staff for their information. Regular reviews are undertaken by Bright HR in conjunction with the HR Team and Bright HR inform the church of any change in legislation etc. HR is an agenda item on the Trustees monthly meeting.

### **Safeguarding of children, young adults and adults at risk**

The Church has a Safeguarding policy in place which promotes the protection of children, young people and adults at risk through clearly defined processes and procedures. This policy gives clear guidance on how to maintain a safe environment for children, young people and adults at risk and for those who work with children, young people and adults at risk, including the procedure for reporting observations and allegations of abuse recorded by staff and volunteers at UVBC. It closely follows the guidelines set by the SWBA and is regularly updated. UVBC's policy is overseen and implemented by our Designated Safeguarding Team.

The aims are:

1. To commit ourselves to the nurturing, protection and safeguarding of all children, young people and adults at risk associated with the church
2. To follow up on any allegations of any nature which involves children, young people, and/or adults at risk, and those working with them, who are associated with UVBC.
3. To keep clear records of any allegations or incidents involving children, young people and/or adults at risk, and those working with them, who are associated with UVBC.
4. To ensure the safe recruitment, support and supervision of all those who work with children, young people and adults at risk, both on a Sunday and at all midweek activities run by Upton Vale Baptist Church.

The subject of Safeguarding is a standing item on the agenda of the Trustees Meeting. The Safeguarding Trustee reports on any issues.

The Safeguarding Policy is reinforced to the church as a whole at the Annual General Meeting, where the abridged version is read in its entirety. The Safeguarding Policy is displayed in the foyer of the Church and copies are available on request, from the church office

# **Upton Vale Baptist Church**

## **Trustees' Report**

**Year Ended 31 December 2020**

### **GDPR**

Upton Vale is compliant with the requirement of the GDPR Regulations. All the policies for privacy, employment, recruitment, contractors and storage and retention are available for viewing on a central database in the church office. The privacy policy for the church is available on the church website.

An annual review of membership is carried out and this ensures that we have correct and up to date information on members.

### **Objectives, activities and achievements**

The principal purpose of the Church is the advancement of the Christian faith, particularly though not exclusively, through worship of God, making disciples of Jesus Christ and expressing God's love to the world in word and action. The Church may also carry out other charitable purposes in the UK and other parts of the world.

These objectives are achieved by [amongst other ways]:

- Regularly meeting together for public acts of worship and teaching
- Meeting in small groups in homes and other locations, for fellowship, teaching and mutual support
- Running an extensive range of groups and activities for children and young people
- Regularly running Alpha plus a wide range of other evangelistic activities and initiatives
- In addition to the above, the church seeks to serve the wider community through running a carer and toddler group, an older person's lunch club, CAP money management courses, marriage enrichment courses, parenting courses, Fresh Hope Group and B2gether.
- Engaging as a church in a number of social action activities in the community.
- Allowing our buildings to be used for a wide range of community groups

Underlying all that we do, in our lives as individuals, in our smaller groups and in our larger gatherings, we seek to live out our God given purpose and we seek to encourage the development of the following:-

- Worship
- Serving
- Fellowship
- Discipleship
- Outreach
- Social Action

The Trustees are aware of the Charity Commission's guidance on Public Benefit in "The Advancement of Religion for the Public Benefit" and have regard for it in their administration of the Church as illustrated by the pursuit of its objectives set out in this report.

The Trustees believe that, by fulfilling their responsibility to work together in Torquay and co-operate in all matters of concern and importance for the whole mission of the Church, pastoral, evangelistic, social and ecumenical, it provides a benefit to the public by:

- Providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual developments, both for its members and anyone who wishes to benefit from what the Church offers;
- Promoting Christian values, and service by members of the Church in Torquay and beyond, to the benefit of individuals and society as a whole.



# Upton Vale Baptist Church

## Trustees' Report

### Year Ended 31 December 2020

During the year under review, up until March 2020 our Sunday Services were our main acts of public worship and teaching. As with many other churches we closed our doors due to the Covid pandemic. We began to stream our Sunday services using Zoom and YouTube. This has been very successful and people have appreciated the opportunity to meet together using technology. It has also led to include people who do not live in the area. Small groups continued to meet using Zoom for teaching, prayer, fellowship and mutual support. We also used Zoom to for our regular Church Members Meeting where the business of the church is handled. Our prayer meeting during the week have also continued using Zoom. We have seen an increase in attendance at all these meetings.

Members of the church have also been involved in working with the local Food Alliance helping in the Community Larders. Also members have been delivering food to people who are unable to get out, doing shopping, delivering school meals to families, collecting prescriptions and taking people to hospital appointments etc.

We invest considerable resources including one full time and two part-time members of staff in a wide range of groups, on a Sunday and during the week, for children and young people. During the Lockdown, staff continued to work with children and young people through Zoom. A Family's Worker was also employed to work with families both within and outside the church and offer support and help to a wide range of people. This work continued using Zoom and other technology.

The Church also ran a wide range of other midweek groups ranging from mums' and toddler's groups and a lunch club for the elderly. Unfortunately, both of these activities ceased when lockdown regulations came into force. To date, these two groups are still not meeting.

Three Alpha courses ran during 2020, two of which were held using Zoom. These were reasonably attended and again drew in people who do not live in the Torbay area.

We continued to partner with other churches in Torbay in the Torbay Winter Night Shelter but this operated in a different way due to Lockdown regulations. We continue to support the local Community Larder by the donating of food and finance. A number of members of the congregation also volunteer to work in these areas.

We seek to give 12% of our annual giving to various missions and good causes at home and abroad. Closer to home we support, financially and in other ways the BMS World Mission, Baptists Together, LiNX Christian Youth Trust. Due to Lockdown Street and School Pastors have not operated during Lockdown.

We had the joy and delight in January to welcome Rev. Steve Cosslett as our Director of Pastoral Care and Evangelism along with his wife Helen and their family. The Family's Worker and one of our Children's Workers stepped down from their roles within the church. To date neither of these roles have been replaced.

At the Church Members Meeting on 6 July 2020, the membership voted to accept a proposal that Trustees are divided into two groups, Governance Trustees and Eldership Trustees. Each trustee was allocated to a group according to their skills and gifts.

During 2020, three people were baptised and we had the joy and pleasure to welcome 18 people into church membership. Five of our members have passed away during the year. Our membership at the end of 2020 stood at 342

# **Upton Vale Baptist Church**

## **Trustees' Report**

### **Year Ended 31 December 2020**

The title of the Church Premises and the Church Manse is vested in the Baptist Union of Great Britain as Holding Trustee. The Holding Trustee also holds the relevant deeds/title documents.

#### **Covid**

Although we have been closed physically as a church from March 2020, we have continued to use technology, mainly Zoom, to gather together as a church. Two meetings are available on a Sunday and Small Groups, Action Teams, Church Members Meetings and Children and Youth meetings have continued throughout the year.

Financially, the position remains buoyant. Although we have lost the income from the hire of rooms, people have been incredibly generous in their giving and many have changed to giving online or through BACS payments rather than use cash or cheques.

#### **Financial Review**

The church has a Reserves Policy which would cover staff salaries for three months should the church cease to exist. This policy is reviewed annually in the budget preparation so varies each year but this currently stands at £66,250. We have no concerns that the church will cease to exist in its current form.

The charity appointed independent examiners for the year under review.

In 2020 we gained a surplus on our General Fund of £30,618 compared with a surplus of £73,766 in 2019. We have budgeted to break even in 2021.

As trustees we consider the financial records to be in good order. We draw up an annual budget which is ratified by the members at the AGM. The financial function is delegated to a Finance Team. We measure performance against budget and reconcile the main bank account on a monthly basis in accordance with our Risk Assessment Policy which is approved by the Trustees on a monthly basis.

No Funds are materially in deficit.

# Upton Vale Baptist Church

## Trustees' Report

Year Ended 31 December 2020

### Statement of Trustees' Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). In preparing those financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the appropriate Statement of Recommended Practice (SORP) on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under s154 of the Charities Act 2011. 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.

David Jones  
Chair of Trustees

Date: 20/9/21

Rachel Martin  
Trustee

Date: 20.9.21



# Upton Vale Baptist Church

## Independent Examiner's Statement

Year Ended 31 December 2020

I report to the trustees on my examination of the accounts of Upton Vale Baptist Church for the year ended 31 December 2020.

### Responsibilities and basis of report

As the Charity 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 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 Act.

### Independent examiner's statement

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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.



**Martin Hobbs BSc ACA**

Francis Clark LLP

Chartered Accountants

Sigma House

Oak View Close

Edginswell Park

Torquay

TQ2 7FF

23 September 2021

# Upton Vale Baptist Church

## Statement of Financial Activities (incorporating income and expenditure account)

Year Ended 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £
<b>INCOME:</b>					
<b>Donations and Legacies</b>					
Offerings and Gift Aid tax		373,564	-	-	373,564
Donations, other income inc GA tax		51,358	35,162	-	86,520
Legacies received		-	-	-	-
<b>Income from Charitable Activities</b>					
Youth accounts		1,679	-	-	1,679
Hire of Premises		14,865	-	-	14,865
<b>Income from Investments</b>					
5 Lymington Road – rent		1,300	-	-	1,300
Interest receivable		271	-	-	271
<b>Total</b>		<b>443,037</b>	<b>35,162</b>	<b>-</b>	<b>478,199</b>
<b>EXPENDITURE ON:</b>					
<b>Charitable Activities</b>					
Staff payroll	3	256,028	-	-	256,028
Staff expenses		7,133	-	-	7,133
Donations made		49,629	28,476	-	78,105
Outreach		6,231	-	-	6,231
Children and Youth		2,432	-	-	2,432
Services and worship		2,547	-	-	2,547
Discipleship		241	-	-	241
Community		2,005	-	-	2,005
Youth accounts		3,039	-	-	3,039
Premises		32,295	-	-	32,295
Office expenses		23,469	-	-	23,469
Fabric fund		1,655	-	-	1,655
Depreciation	4	21,736	-	-	21,736
Governance Costs	2	3,550	-	-	3,550
Other		429	-	-	429
<b>Total</b>		<b>412,419</b>	<b>28,476</b>	<b>-</b>	<b>440,895</b>
<b>Net income/(expenditure) and net movement in funds</b>		<b>30,618</b>	<b>6,686</b>	<b>-</b>	<b>37,304</b>
<b>Transfers between funds</b>		<b>(6,198)</b>	<b>6,198</b>	<b>-</b>	<b>-</b>
<b>Total funds at 31 December 2019</b>		<b>530,092</b>	<b>3,902</b>	<b>636,812</b>	<b>1,170,806</b>
<b>Total funds at 31 December 2020</b>		<b>554,512</b>	<b>16,786</b>	<b>636,812</b>	<b>1,208,110</b>



# Upton Vale Baptist Church

## Statement of Financial Activities (incorporating income and expenditure account)

Year Ended 31 December 2019

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2019 £
<b>INCOME:</b>					
<b>Donations and Legacies</b>					
Offerings and Gift Aid tax		325,555	-	-	325,555
Donations, other income inc GA tax		17,216	30,488	-	47,704
Legacies received		65,745	-	-	65,745
<b>Income from Charitable Activities</b>					
Youth accounts		3,406	-	-	3,406
Hire of Premises		55,336	-	-	55,336
<b>Income from Investments</b>					
5 Lymington Road – rent		1,200	-	-	1,200
Interest receivable		615	-	-	615
Total		469,073	30,488	-	499,561
<b>EXPENDITURE ON:</b>					
<b>Charitable Activities</b>					
Staff payroll	3	203,454	-	-	203,454
Staff expenses		8,661	-	-	8,661
Donations made		65,669	33,099	-	98,768
Outreach		11,909	-	-	11,909
Children and Youth		5,133	-	-	5,133
Services and worship		2,174	-	-	2,174
Discipleship		581	-	-	581
Community		5,700	-	-	5,700
Youth accounts		2,846	-	-	2,846
Premises		43,162	-	-	43,162
Office expenses		20,824	-	-	20,824
Fabric fund		3,844	-	-	3,844
Depreciation	4	18,170	-	-	18,170
Governance Costs	2	3,180	-	-	3,180
Total		395,307	33,099	-	428,406
<b>Net income/(expenditure) and net movement in funds</b>					
		73,766	(2,611)	-	71,155
<b>Transfers between funds</b>					
		-	-	-	-
<b>Total funds at 31 December 2018</b>					
		456,326	6,513	636,812	1,099,651
<b>Total funds at 31 December 2019</b>					
		530,092	3,902	636,812	1,170,806

# Upton Vale Baptist Church

## Balance Sheet


31 December 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	4	939,701	949,230
		<u>939,701</u>	<u>949,230</u>
<b>Current assets</b>			
Debtors	5	10,632	8,187
Cash at bank and in hand	6	260,527	215,889
		<u>271,159</u>	<u>224,076</u>
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	7	(2,750)	(2,500)
		<u>268,409</u>	<u>221,576</u>
<b>Net current assets</b>			
		<u>268,409</u>	<u>221,576</u>
<b>Net assets</b>		<u>1,208,110</u>	<u>1,170,806</u>
<b>Funds</b>			
Unrestricted income funds	9	554,512	530,092
Restricted funds	10	16,786	3,902
Endowment funds	10	636,812	636,812
		<u>636,812</u>	<u>636,812</u>
<b>Total funds</b>		<u>1,208,110</u>	<u>1,170,806</u>

Approved by the Board of Trustees on 20.9.21 and signed on its behalf by:



Rachel Martin  
(Trustee)

  
David Jones  
(Chair of Trustees)

# Upton Vale Baptist Church

## Statement of Cash Flows

31 December 2020

	Note	2020 £	2019 £
<b>Cash flows from operating activities</b>	12	<b>55,274</b>	82,959
<b>Cash flows from investing activities</b>			
Rent received		1,300	1,200
Interest income		271	615
Purchase of tangible fixed assets		(12,207)	(308,887)
<b>Cash flows from investing activities</b>		<b>(10,636)</b>	(307,072)
 Increase (decrease) in cash and cash equivalents in the year		 <b>44,638</b>	(224,113)
Cash and cash equivalents at the beginning of the year		<b>215,889</b>	440,002
 <b>Cash and cash equivalents at the end of the year</b>		 <b>260,527</b>	215,889

# Upton Vale Baptist Church

## Notes to the Financial Statements

Year ended 31 December 2020

### 1 Accounting Policies

#### a) General information

Upton Vale Baptist Church is a Charitable Incorporated Organisation with its Constitution being the governing document. The CIO was registered on 21 December 2017.

The charity is registered in England and Wales and details of the registered office can be found in the reference and administrative section of the trustees' report.

The charity meets the definition of a public benefit entity under FRS102.

The functional and presentational currency of Upton Vale Baptist Church is considered to be pounds sterling because it is the currency of the primary economic environment in which the charity operates.

#### b) Basis of preparation

The financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their accounts in accordance with the Charities SORP (FRS102) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). The financial statements have been prepared on a going concern basis and the Trustees are not aware of any material uncertainties that would cast doubt on the charity's ability to continue as a going concern. Please refer to the Trustees' Report on page 6 for more details of the implications of the Covid-19 pandemic on the going concern status of the charity.

#### c) Fund accounting

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

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

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

An endowment fund is a fund where the assets must be held permanently by the church.

#### d) Fixed assets

Furniture and equipment in the church premises was transferred from the old charity to the CIO on 1 January 2018 at their net book value at that date. Subsequent additions are included at cost.

Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### Depreciation

Depreciation has not been charged on the church premises. See "critical estimates" below for further details.

# Upton Vale Baptist Church

## Notes to the Financial Statements

Year ended 31 December 2020

### 1 Accounting Policies (*continued*)

#### d) Fixed assets (*continued*)

Depreciation on other fixed assets is calculated to write off the cost/book value on a straight line basis over their expected useful life, as the following rates:

Freehold property	2% straight line
Fixtures & fittings	20% straight line
IT & technical equipment	33% straight line

#### e) Investment assets

Investments are stated at market value at the balance sheet date.

#### f) Income

Investment income is included in the financial statements in the year for which it is receivable.

Donations and are accounted for gross when received.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executors to the charity that a distribution will be made, or when a distribution is received from the estate. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

#### g) Donations payable

Donations are made to other organisations and individuals whose charitable objects complement the work of the church. These are accounted for when paid.

#### h) Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

Raising funds these are costs incurred by the church in relation to the management of the investments.

Charitable activities are costs incurred by the church in the delivery of its activities and services for its beneficiaries.

#### i) Governance costs

These are costs related to the governance of the church. Much of the management is carried out by volunteers, at no cost. Governance also includes the costs associated with the church meeting its constitutional and statutory requirements.

#### j) Critical accounting judgements and sources of key estimation uncertainty

In the application of the charity's accounting policies, which are described above, the trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

# Upton Vale Baptist Church

## Notes to the Financial Statements

Year ended 31 December 2020

### 1 Accounting Policies (*continued*)

#### j) Critical accounting judgements and sources of key estimation uncertainty (*continued*)

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. The following are the critical judgements and estimates that the trustees have made in the process of applying the charity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements.

##### **Critical judgements**

- Key management personnel comprises the trustees.

##### **Critical estimates**

- No depreciation is provided on church premises, as the trustees consider that the residual value of the premises at the end of their useful life is such that depreciation would be immaterial. The charity has a policy and practice of regular maintenance and repair such that these assets are kept to their previously assessed standard of performance, and the premises are unlikely to suffer from economic or technological obsolescence. As a result the useful economic life of these premises are expected to be very long.

### 2 Governance costs

	Unrestricted £	Restricted £	Total 2020 £	Total 2019 £
Independent examination	1,420	-	1,420	1,270
Accountancy	2,130	-	2,130	1,910
	<u>3,550</u>	<u>-</u>	<u>3,550</u>	<u>3,180</u>

All of the 2019 governance costs were unrestricted.

# Upton Vale Baptist Church

## Notes to the Financial Statements

Year ended 31 December 2020

### 3 Staff costs and emoluments

	2020 £	2019 £
Wages, salaries and social security costs	224,602	181,046
Pension costs	31,426	22,408
	<u>256,028</u>	<u>203,454</u>
Average number of employees in period		
Ministerial staff	5	5
Administrative staff	6	5
CAP centre manager		-
	<u>11</u>	<u>10</u>

No employee was remunerated above the rate of £60,000 per annum (2019: None).

### 4 Tangible fixed assets

	Church £	Freehold Property £	Fixtures & Fittings £	IT & technical equipment £	Total £
<b>Cost/Valuation</b>					
At 1 January 2020	636,812	298,741	9,484	31,210	976,247
Additions	-	-	3,558	8,649	12,207
At 31 December 2020	<u>636,812</u>	<u>298,741</u>	<u>13,042</u>	<u>39,859</u>	<u>988,454</u>
<b>Depreciation</b>					
At 1 January 2020	-	5,975	3,792	17,250	27,017
Charge for the period	-	5,975	2,608	13,153	21,736
At 31 December 2020	<u>-</u>	<u>11,950</u>	<u>6,400</u>	<u>30,403</u>	<u>48,753</u>
<b>Net book value</b>					
At 31 December 2020	<u>636,812</u>	<u>286,791</u>	<u>6,642</u>	<u>9,456</u>	<u>939,701</u>
At 31 December 2019	<u>636,812</u>	<u>292,766</u>	<u>5,692</u>	<u>13,960</u>	<u>949,230</u>

# Upton Vale Baptist Church

## Notes to the Financial Statements

Year ended 31 December 2020

### 5 Debtors

	2020	2019
	£	£
Trade debtors	1,368	2,867
Accrued income	9,264	5,320
	<u>10,632</u>	<u>8,187</u>

### 6 Bank and cash

	2020	2019
	£	£
CAF	202,322	157,703
Virgin Money	50,000	50,000
Boys Brigade	284	284
Baptist Union Trust Account	7,848	7,823
Office petty cash	73	79
	<u>260,527</u>	<u>215,889</u>

### 7 Creditors: amount falling due within one year

	2020	2019
	£	£
Creditors and accruals	<u>2,750</u>	<u>2,500</u>

### 8 Trustees' remuneration and related party transactions

During the year, remuneration of £46,474 and pension contributions of £4,607 were paid to A Hickford (2019: £45,826 and pension contributions of £777), under the authority given in the charity's constitution. This is payable to A Hickford in the course of his full time work as senior staff of the charity and not by virtue as his role as a trustee.

No expenses were reimbursed to any of the trustees (2019: None).

From 1 February 2019 accommodation has been provided to A Hickford by Upton Vale Baptist Church.

During the year, the church paid £3,695 (2019: £3,600) towards the Baptist Union Pension Scheme deficit.

The Baptist Union Trust Corporation currently hold the title deeds, as custodian trustee, of the church property and cottage café on the charity's behalf.

During the year, the Chair of Trustees' wife was paid £670 (2019: £240) for her services as a counsellor. The Chair was not involved in the board meeting decisions to appoint this position, nor was he involved in determining the rate paid to her. At the balance sheet date £nil (2019: £nil) was owed to this individual.



# Upton Vale Baptist Church

## Notes to the Financial Statements

Year ended 31 December 2020

### 9 Unrestricted funds of the charity

	1 January 2020 £	Income £	Expenditure £	Transfers £	31 December 2020 £
<b>Designated funds:</b>					
Special project fund	80,821	45,408	(36)	(14,331)	111,862
Youth account	746	1,679	(3,039)	641	27
Hall Project Fund	1,027	714	(1,741)	-	-
Manse Fund		1,000		3,000	4,000
	<u>82,594</u>	<u>48,801</u>	<u>(4,816)</u>	<u>(10,690)</u>	<u>115,889</u>
<b>General funds</b>	<u>447,498</u>	<u>394,236</u>	<u>(407,603)</u>	<u>4,492</u>	<u>438,623</u>
	<u><b>530,092</b></u>	<u><b>443,037</b></u>	<u><b>(412,419)</b></u>	<u><b>(6,198)</b></u>	<u><b>554,512</b></u>

Comparative information in respect of the preceding period is as follows:

	1 January 2019 £	Income £	Expenditure £	Transfers £	31 December 2019 £
<b>Designated funds:</b>					
Special project fund	16,436	80,147	(15,762)	-	80,821
Youth account	-	3,592	(2,846)	-	746
Hall Project Fund	-	3,029	(2,002)	-	1,027
	<u>16,436</u>	<u>86,768</u>	<u>(20,610)</u>	<u>-</u>	<u>82,594</u>
<b>General funds</b>	<u>439,890</u>	<u>382,305</u>	<u>(374,697)</u>	<u>-</u>	<u>447,498</u>
	<u><b>456,326</b></u>	<u><b>469,073</b></u>	<u><b>(395,307)</b></u>	<u><b>-</b></u>	<u><b>530,092</b></u>

# Upton Vale Baptist Church

## Notes to the Financial Statements

Year ended 31 December 2020

### 10 Endowment and restricted funds

	1 January 2020 £	Income £	Expenditure £	Transfers £	31 December 2020 £
<b>Restricted funds</b>					
Albania Mission	-	-	-	-	-
Anode	200	-	-	(200)	-
ToWNS Project	253	36	(271)	(18)	-
Pastoral fund	368	13,698	(13,165)	5,703	6,604
Harvest appeal	-	8,794	(9,000)	-	(206)
Individual support fund	-	3,474	(1,832)	(1)	1,641
MornOut	-	288	-	-	288
Mission Budget	-	2,110	-	-	2,110
BMS World Vision	25	184	(209)	-	-
Men's Ministry	776	-	-	(776)	-
Giving Booklet 2018	375	145	(520)	-	-
Other restricted funds	1,905	6,433	(3,479)	1,490	6,349
	<u>3,902</u>	<u>35,162</u>	<u>(28,476)</u>	<u>6,198</u>	<u>16,786</u>
<b>Endowment fund</b>					
Church premises	636,812	-	-	-	636,812
	<u>640,714</u>	<u>35,162</u>	<u>(28,476)</u>	<u>-</u>	<u>653,598</u>

Restricted funds are funds established by the church to enable individuals to support specified causes.

#### Church premises

The church premises are shown at site value as at 1 January 2018 when the asset was transferred from the old charity to the CIO.

The proceeds, should the church be sold, can only be used for erection, alteration, improvement, enlargement, addition or pulling down and rebuilding of the existing premises or purchase of other property which will be held in Baptist Union Trust Corporation, as holding trustee.

# Upton Vale Baptist Church

## Notes to the Financial Statements

Year ended 31 December 2020

### 10 Endowment and restricted funds (continued)

Comparative information in respect of the preceding period is as follows:

	1 January 2019 £	Income £	Expenditure £	Transfers £	31 December 2019 £
<b>Restricted funds</b>					
Albania Mission	808	2,386	(3,194)	-	-
Anode	200	-	-	-	200
ToWNS Project	413	63	(223)	-	253
Pastoral fund	1,310	6,357	(7,299)	-	368
Moldova Mission	-	2,871	(2,871)	-	-
MornOut	502	990	(1,492)	-	-
Ladies WE	-	-	-	-	-
BMS World Vision	-	516	(491)	-	25
Men's Ministry	-	4,008	(3,232)	-	776
Giving Booklet 2018	1,150	125	(900)	-	375
Other restricted funds	2,130	13,172	(13,397)	-	1,905
	<u>6,513</u>	<u>30,488</u>	<u>(33,099)</u>	<u>-</u>	<u>3,902</u>
<b>Endowment fund</b>					
Church premises	636,812	-	-	-	636,812
	<u>643,325</u>	<u>30,488</u>	<u>(33,099)</u>	<u>-</u>	<u>640,714</u>

Restricted funds are funds established by the church to enable individuals to support specified causes.

#### Church premises

The church premises are shown at site value as at 1 January 2018 when the asset was transferred from the old charity to the CIO.

The proceeds, should the church be sold, can only be used for erection, alteration, improvement, enlargement, addition or pulling down and rebuilding of the existing premises or purchase of other property which will be held in Baptist Union Trust Corporation, as holding trustee.

# Upton Vale Baptist Church

## Notes to the Financial Statements

Year ended 31 December 2020

### 11 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2020 Total £
Tangible assets	302,889	-	636,812	939,701
Debtors	10,632	-	-	10,632
Cash at bank and in hand	243,741	16,786	-	260,527
Other current liabilities	(2,750)	-	-	(2,750)
	<u>554,512</u>	<u>16,786</u>	<u>636,812</u>	<u>1,208,110</u>

Comparative information in respect of the preceding period is as follows:

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2019 Total £
Tangible assets	312,418	-	636,812	949,230
Debtors	8,187	-	-	8,187
Cash at bank and in hand	211,987	3,902	-	215,889
Other current liabilities	(2,500)	-	-	(2,500)
	<u>530,092</u>	<u>3,902</u>	<u>636,812</u>	<u>1,170,806</u>

### 12 Reconciliation of net movement in funds to net cash flow from operating activities

	2020 £	2019 £
Net income/(expenditure) for the reporting period	37,304	71,155
Adjustments for:		
Depreciation charges	21,736	18,170
Rent receivable	(1,300)	(1,200)
Interest income	(271)	(615)
(Increase)/decrease in debtors	(2,445)	(4,551)
Increase/(decrease) in creditors	250	-
Net cash from operating activities	<u>55,274</u>	<u>82,959</u>

## Upton Vale Baptist Church

### Notes to the Financial Statements

Year ended 31 December 2020

#### 13 Analysis of changes in net debt

	1 Jan 2020 £	Cash flows £	31 Dec 2020 £
Cash at bank and in hand	215,889	44,638	260,527
	<u>215,889</u>	<u>44,638</u>	<u>260,527</u>
Loans due within one year	-	-	-
Loans due after more than one year	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>215,889</u>	<u>44,638</u>	<u>260,527</u>

#### 14 Contingencies

Subsequent to the period end the Baptist Pension Scheme issued a statement to the Church outlining its estimated share of the pension scheme deficit. This amounted to approximately £70,500 (2019: £85,400) but this will only become payable by the charity in certain circumstances, which the trustees are confident can be avoided. For this reason no provision for this amount is included in the financial statements.