



**KENILWORTH**  
COMMUNITY CHURCH

Registered Charity No. 1183535

**Kenilworth Community Church CIO**

**Period 1 April 2022 to 31 March 2023**

**Annual Report and Return**

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### APPENDIX I - REPORT OF THE INDEPENDENT EXAMINER OF THE ACCOUNTS

## 1. CHARITY INFORMATION

<b>Trustees</b> (as of 31/03/2023)	Jonathan William Emlyn Wright (Elder and Chair) Keith Alexander Murphy (Elder) James Rhys Murkett (Elder) Wayne Richard Harris (Elder) Adrian Martin Hodder (Elder)	
<b>Trustee Resignation</b>	Peter John Bingham (Elder) Resigned 5 March 2023	
<b>Full-time Elder</b> (as of 31/03/2023)	Adrian Martin Hodder (Elder)	
<b>Salaried Staff</b> (as of 31/03/2023)	Adrian Martin Hodder (Elder) Amber Ball (Administrator: part-time) – Appointed 12 Dec 2022	
<b>Church Officers (Voluntary)</b> (as of 31/03/2023)	Anna Wright (Deacon – Welcoming) Lucie Harris (Deacon – Womens' ministry) Chris Dowson (Deacon) – Youth Ministry Mandy Dowson (Deacon) – Youth Ministry John Harry Whittle (Deacon & Treasurer)	
<b>Governing Document</b>	Kenilworth Community Church Constitution (as prepared by Edward Connor Solicitors – registered with the Charity Commission on 22 May 2019)	
<b>Charity Registration No.</b>	1183535	
<b>Registered Office Address</b>	12 Thornby Avenue Kenilworth Warwickshire CV8 2DT	
<b>Independent Examiner of Accounts</b>	Data Developments Creative Industries Centre Wolverhampton Science Park Glaisher Drive Wolverhampton WV10 9TG	
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	Kingdom Bank Ltd Media House Padge Road Beeston Nottingham NG9 2RS

## **2. REPORT OF THE TRUSTEES - For The Year Ended 31 March 2022**

The Trustees have pleasure in submitting the Report and Accounts for the year to 31 March 2023. The report has been prepared in compliance with the guidance published in the Charities Commission of England and Wales (October 2019) *Charities Statement of Recommended Practice (SORP) - FRS 102* published by the Chartered Institute of Public Finance and Accountancy.

### **2.1 Objects of the Charity**

- The advancement of the Christian faith in accordance with the basis of faith, primarily, but not exclusively, within Kenilworth and the surrounding neighbourhood; and
- Such other charitable purposes as shall, in the opinion of the charity Trustees, 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; the advancement of education; and the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life; 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.

### **2.2 Registration of this Charitable Incorporated Organisation (CIO)**

The Charity - Kenilworth Community Church CIO, was registered with the Charity Commission of England and Wales (Registered Charity No. 1183535) on 22 May 2019.

### **2.3 Government**

Details of the government of the charity are set out in the Kenilworth Community Church Constitution, as certified to be the Constitution adopted by members of Kenilworth Community Church CIO.

In accordance with the Constitution, the following Trustees have served for the period of this report:

Jonathan William Emlyn Wright (Elder and Chair)

Keith Alexander Murphy (Elder)

James Rhys Murkett (Elder)

Wayne Richard Harris (Elder)

Adrian Martin Hodder (Elder)

Note:

Peter John Bingham (Elder) was a Trustee at commencement of this period, but resigned with effect 5 March 2023. This resignation was for family reasons and was associated with relocating church membership to a fellowship in Coventry.

## **2.4 Review of Activities**

In planning and undertaking activities of Kenilworth Community Church CIO, the Trustees have had regard to the guidance on public benefit issued by the Charity Commission and to the Objects of the Charity.

### **2.4.1 New Roles**

From December 2022/January 2023, the following new roles were implemented to help develop the work of the church and to support the Elders/Trustees:

- Anna Wright (Deacon) – Welcoming
- Lucie Harris (Deacon) – Womens' ministry
- Chris Dowson (Deacon) – Youth Ministry
- Mandy Dowson (Deacon) – Youth Ministry
- Amber Ball – Administrator (part-time and salaried)
- Helen Murphy (Coordinator) – Events
- Paul Hayton (Coordinator) - Tech

John Whittle (Deacon & Treasurer) stepped back from the part-time Administrator role but continued with other duties.

### **2.4.2 Developing Ministries**

#### ***a. Making Disciples as Disciples***

The small-group/Homegroup ministry was further developed, with the use of The London Institute for Contemporary Christianity (LICC) *Fruitfulness on the Frontline* materials together with regular support/coordination of the Homegroup Leaders. In this way, folks were helped and supported in the groups and new members joined the Homegroups.

#### ***b. Worshipping God***

Sunday services form a key part of how we meet together, welcome others to join and reach out to folks in the community to come along and find out about Christ and His saving gospel message. While the majority of the Sunday services included a major contribution from our Full-Time Elder, Adrian Hodder, who ably provided most of the preaching, this was supported by the other Elders and occasional visiting preachers.

A target was set to develop corporate worship and grow in prayerfulness. This resulted in the development of content and structure in Sunday worship. This also included new service leaders together with the development of more church members leading prayers.

#### ***c. Growing as a Family***

The continued challenges of supporting and encouraging youth in the church was recognised and reviewed. During the year, some families left the fellowship/relocated, leading to changes in the youth work. The Youth Ministry team continued with their hard work, including in the following areas:

- Sunday Clubs: spanning school Year 1 to teenagers
- Scramblers: for pre-school children
- One-off 'bonfire night' for all young people
- One-off Youth Weekend Away, for older youth

Adult ministries included the privilege of helping members of an Iranian refugee family, see also (e) below, and this included baptisms. In addition, support has been provided in the following areas:

- Pastoral support has been provided to elderly, disabled, etc, folk who have been in need of homes visits etc (alongside more practical support, such as shopping and other help).
- Pastoral support has been provided to those with church connections, and as requested.
- Commencement of regular Ladies' Brunch meetings, to provide support to women.

#### ***d. Telling the Gospel***

An intention was set: to equip us as Jesus' ambassadors, so as to support world mission and utilise opportunities for evangelism (including annual local events). During the reporting period, this has included:

- Planned and regular support to evangelists via the church's Mission Support Fund (as below).
- Regular support for an overseas missionary couple via Frontiers (Registered Charitable Company No. 1012566). This supports work in a challenging area, where effectively no existing churches are present.
- Regular support for UK Christian work in schools via CrossTeach (Registered Charity and CIO No. 1197225). This helps workers to support the education of young people in the Christian faith (in association with school staff etc) together with associated projects to meet the social needs of young people.
- In December, our Full-Time Elder, Adrian, was invited to preach at the annual Christmas 'Carols at Kenilworth Castle' as organised by the Kenilworth Lions Club (CIO Registered charity number 1183358).
- The Sunday services, regular prayer meetings and Homegroup meetings have all also included encouragement and guidance to utilise opportunities for evangelism (see also below).

#### ***e. Doing Good***

It is recognised that loving folk in Kenilworth in practical ways goes alongside Telling the Gospel and the other core activities of the church and is also a key element of the objects of the Charity. During this period, this has included the following (in addition to the practical elements of the pastoral ministry outlined in Section c above):

- The Practical Care Support Fund was in place to assist folks in need and known to the church, although no payments were made from this fund within the reporting period.
- Support has been provided to elderly, disabled etc, folk who have needed practical help.
- Pastoral support has been provided to those with church connections, and as requested.
- Pastoral support was provided to a refugee family, accommodated locally by the Home Office and who came to attend church regularly. This included a significant gift to help the family relocate to Stoke-on-Trent.
- A gift was made to European Mission Fellowship (EMF) Ukraine charity Ukraine Emergency Appeal, Registered Charitable Company No. 1071823
- A church team took part in the annual Dragon Boat Festival, as organised by Warwick-Avon Rotary Club (Registered Charity No. 512672), had fun, got wet, supported the community event and raised money for local charities (Myton Hospice and Birmingham Childrens' Hospital).
- Following prayerful consideration and a vote of KCC Members, a decision was made to provide significant financial support (£15,000 over three years) to Christians Against Poverty (CAP), Registered Charity No. 1097217. Payment of this gift was due to commence after this reporting period (ie. no

payments were made within the reporting period to 31 March 2023) and it is acknowledged that this gift will be largely sourced from funds currently held (rather than income).

**Note:**

The financial giving undertaken (and planned) to organisations are all to charities registered in England with the Charities Commission and this giving is fully compliant with the objects of Kenilworth Community church CIO (as set out in Section 2.1 of this report). Likewise, financial gifts to individuals have been undertaken with agreement of the Trustees and this giving is fully compliant with the objects of Kenilworth Community Church CIO. No gifts have been made to organisations or individuals outside of the UK.

### **2.4.3 Membership**

Church membership (as defined in the *Kenilworth Community Church Members' Handbook*) totalled 30 on 31 March 2023. However, it was also noted that three families (6 Members) had indicated that they were due to leave and cease Membership fairly soon after this date.

### **2.4.4 Church Leadership**

The Elders serving for the period of this report are synonymous with the Trustees as listed in this report. Their role is the overall leadership of the church. They are especially responsible for the ordering of gatherings for worship on the Lord's Day and other occasions for prayer, fellowship and ministry. They also have the responsibility to ensure proper church discipline according to the Biblical pattern.

During the report period, Adrian Hodder, both a Trustee and Elder, was in full-time employment.

During the period 12 December 2022 to 31 March 2023, Amber Ball was in part-time employment as Administrator, to provide support to the Elders and church.

Kenilworth Community Church CIO had no other employees during this reporting period.

### **2.4.5 Property/Accommodation**

During the report period, the Kenilworth Community Church CIO has not had ownership of any property. Larger meetings have been held at URC Abbey Hill, Kenilworth, using both the church building and associated halls. Where appropriate, other meetings have been held in member's homes. These accommodation arrangements are suitable for current needs, together with likely requirements for the coming year. There are no current plans to acquire property.

## **2.5 Future Plans and Objectives**

### **2.5.1 Review and Planning**

The growth and development of the Kenilworth Community Church CIO and its activities are kept constantly under review by the Elders, and also by those leaders with responsibilities for the Sunday Clubs, Homegroups, etc. Regular meetings are held to monitor activities and confirm continued compliance with the objectives and policies of the church. Wider meetings, open to all church Members and others are held at least quarterly to review progress and assist with forward planning. In particular, the forward planning was structured around a Five-Year Vision, looking ahead to plan and structure activities to best meet the charity objectives.

### **2.5.2 Ministry**

The Full-time Elder worked hard during the report period, to meet the demands of a growing membership and congregation, and also to develop systems for the new church CIO and undertake much of the necessary administration and coordination.

Support was provided by the part-time Administrator, Amber Ball together with Treasurer and Deacon, John Whittle.

As outlined in Section 2.4.2, a Mission Policy is in place and operational This promotes and provides a framework for giving and support to organisations (and possibly individuals) which undertake works that are fully compatible with the Objectives of Kenilworth Community Church CIO, as set out in this report. Further progress is planned to increase the giving from this fund to appropriate organisations.

A Practical Care Support Fund is in place. Currently, this is to operate on a relatively small scale, and at the discretion of the Elders/Trustees.

## **2.6 Financial Review**

### **2.6.1 Overview**

This report covers the 12 months to 31 March 2023 and is the fourth period of operation for Kenilworth Community Church CIO. The financial situation has remained sound during this period, with income above expenditure and more than adequate reserves. A statement of financial activities is set out in Section 3.1.

### **2.6.2 Income**

As recorded in Section 3.5 Analysis of Income and Expenditure, regular giving (over the report period has significantly exceeded the expenditure for the same period, with a surplus in income of £11,073 over expenditure for the period. It is thanks to the Lord's provision that there was no fall in income for the church during this period.

Income is provided predominantly by regular (standing order) gifts, and regular communication is maintained with givers to monitor giving to Kenilworth Community church. There are no material investments during this reporting period.

### **2.6.3 Expenditure**

Expenditure for the period was below the expected budget predictions and also slightly below income levels, as outlined above. . Expenditure has been carefully monitored by the Treasurer, and has related to items necessary for the charity to fulfil its objectives, as set out in Section 2.1.

### **2.6.4 Reserves Policy**

The surplus in income over expenditure for the period has permitted an increase in total funds from £58,828 to £69,901 over the period. A reserve of £16,000 has been agreed; this provides for 3 to 4 months of operation.



### **2.6.5 Restricted Funds and Endowment Funds**

Restricted Funds were in operation for the following:

- Carriers of Hope charity
- Gifts to a Refugee Family
- European Mission Fellowship (EMF) Ukraine charity
- Gifts made specifically for use with the Practical Care Support Fund

There are no Endowment Funds.

### **2.6.6 Funds Held on Behalf of Others**

There are no funds held as custodian trustee or on behalf of other organisations.

### **2.6.7 Fundraising**

Then raising of funds is primarily by notification to Members of Kenilworth Community Church (KCC) at Members' meetings. Other donations for KCC are welcomed but are not expressly sought. From time to time, the work of other charitable organisations is highlighted and donations invited from within a public meeting or KCC Members' meeting. There is no soliciting of individuals at any time, no distribution of flyers and donations are never requested from vulnerable persons or under 18s. Professional fundraisers are not used.

## **2.7 Risk Statement**

As a Christian Church, the Officers try to be faithful in committing all developments, decisions and issues of Church life to the guidance and providence of God. Nonetheless, particular attention has been given to developing clear policies to ensure compliance in Safeguarding Children and Vulnerable Adults, Food Hygiene, and the implications of the Disability Discrimination Act 1995 and associated Equality Act 2010.

Preparation of budgets has been followed by careful monitoring through regular (monthly) review by the Treasurer/Deacon and regular reporting to the Trustees/Elders to ensure sufficient resources in the event of adverse financial conditions. A Reserves Policy is in place and identifies the financial needs of the Trust in the event of a financial crisis and this is kept under annual review to ensure that it matches the changing needs of the Church.

It is acknowledged that a general climate of financial instability is applicable. In case of a significant reduction in giving/income, the associated risks are mitigated by regular and frequent monitoring of the church's finances.

## **2.8 Going Concern Considerations**

In the context of the above, and also with reference to the reserves policy and financial review, it is noted that the church funds are in credit and that trends of income and expenditure are remaining in balance. On this basis, it is considered that the church and its charitable functions are able to continue as a going concern for the foreseeable future (ie. at least the next 12 months) in accordance with the guidance published in the Charities Commission for England and Wales (October 2019) *Charities SORP- FRS 102*.

## **2.9 Trustees' Responsibilities**

Charity law requires us as Trustees to prepare financial statements for each accounting year which give a true and fair view of the state of the charity and of its income and expenditure for the year.

As Trustees, we are required to:

1. Select suitable accounting policies and apply them consistently.
2. Make judgements and estimates that are reasonable and prudent.
3. State whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
4. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011 and follow the principles in the new edition of the Charity Governance Code'.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

### **APPROVAL**

This Trustees Report was approved by the Trustees on Date: 04/12/2023

This Trustees Report is signed on behalf of the Trustees.

  
Jonathan W E Wright

Date: 30/01/2024

### 3. FINANCIAL STATEMENTS AND NOTES - For The Year Ended 31 March 2023

#### 3.1 Statement of Financial Activities

	Unrestricted Funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	£73,055	£2,802	—	£75,858	£108,326
Income from charitable activities	—	£50	—	£50	—
Other income	£93	—	—	£93	—
<b>Total income</b>	<b>£73,149</b>	<b>£2,852</b>	<b>—</b>	<b>£76,001</b>	<b>£108,326</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities	£63,213	£1,714	—	£64,928	£88,445
Other expenditure	—	—	—	—	£236
<b>Total expenditure</b>	<b>£63,213</b>	<b>£1,714</b>	<b>—</b>	<b>£64,928</b>	<b>£88,681</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>£9,935</b>	<b>£1,137</b>	<b>—</b>	<b>£11,073</b>	<b>£19,644</b>
<b>Transfers</b>					
Gross transfers between funds - in	—	£27	—	£27	—
Gross transfers between funds - out	(£27)	—	—	(£27)	—
<b>Other recognised gains / losses</b>					
<b>Net movement in funds</b>	<b>£9,907</b>	<b>£1,165</b>	<b>—</b>	<b>£11,073</b>	<b>£19,644</b>
<b>Total funds brought forward</b>	<b>£58,789</b>	<b>£38</b>	<b>—</b>	<b>£58,828</b>	<b>£39,183</b>
<b>Total funds carried forward</b>	<b>£68,697</b>	<b>£1,204</b>	<b>—</b>	<b>£69,901</b>	<b>£58,828</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	£68,737	—	—	£68,737	£58,789
<b>Designated</b>					
Youth Weekend Away	(£40)	—	—	(£40)	—
<b>Restricted</b>					
Gift to Carriers of Hope	—	(£45)	—	(£45)	£38
Practical Care Support Fund	—	£1,250	—	£1,250	—

### 3.2 Balance Sheet

	Total funds	Prior year funds
<b>Current assets</b>		
Cash at bank and in hand	£69,901	£58,828
	<b>£69,901</b>	<b>£58,828</b>
<b>Net current assets less current liabilities</b>	<b>£69,901</b>	<b>£58,828</b>
<b>Total assets less current liabilities</b>	<b>£69,901</b>	<b>£58,828</b>
<b>Total net assets less liabilities</b>	<b>£69,901</b>	<b>£58,828</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	£68,737	£58,789
<b>Designated</b>		
Youth Weekend Away	(£40)	—
Gift to Rotary Charities	—	—
<b>Restricted</b>		
Elder Support	—	—
A Hodder Mission Housing	—	—
Gift to Carriers of Hope	(£45)	£38
EMF - Ukraine	£0	—
Gift to Az Refugee Family	—	—
Refugee A Cash	—	—
Practical Care Support Fund	£1,250	—
<b>Funds of the church</b>	<b>£69,901</b>	<b>£58,828</b>

### 3.3 Statement of Assets and Liabilities

	This year	Last year
<b>Cash at bank and in hand</b>		
<b>Bank Current Account</b>		
Gift to Carriers of Hope (Restricted) -	(£45)	£38
EMF - Ukraine (Restricted) -	£0	—
Practical Care Support Fund (Restricted) -	£1,250	—
Youth Weekend Away (Designated) -	(£40)	—
General fund (Unrestricted) -	£68,487	£58,789
	<b>£69,651</b>	<b>£58,828</b>
<b>Flexible Reserve Account - Kingdom Bank</b>		
General fund (Unrestricted) -	£100	—
	<b>£100</b>	—
<b>Higher Rate Reserve Account - Kingdom Ba</b>		
General fund (Unrestricted) -	£150	—
<b>Total for Cash at bank and in hand</b>	<b>£69,901</b>	<b>£58,828</b>
<b>Grand total</b>	<b>£69,901</b>	<b>£58,828</b>

### 3.4 Fund Movement by Type

		Opening	Incoming	Outgoing	Transfers	Gains/losses	Journals
<b>Closing</b>							
<b>Elder Support</b>							
Restricted		—	—	—	—	—	—
Sub-total for ElderSuppo		—	—	—	—	—	—
<b>A-HodderMH - A Hodder Mission Housing</b>							
Restricted		—	—	—	—	—	—
Sub-total for A-HodderMH		—	—	—	—	—	—
<b>C-of-Hope - Gift to Carriers of</b>							
Restricted		£38	—	£83	—	—	(£45)
Sub-total for C-of-Hope		£38	—	£83	—	—	(£45)
<b>EMF - EMF - Ukraine</b>							
Restricted		—	£50	£50	—	—	£0
Sub-total for EMF		—	£50	£50	—	—	£0
<b>Az - Gift to A Refuge Family</b>							
Restricted		—	£722	£750	£27	—	—
Sub-total for Az		—	£722	£750	£27	—	—
<b>Az-C - Refugee A Cash</b>							
Restricted		—	£830	£830	—	—	—
Sub-total for Az-C		—	£830	£830	—	—	—
<b>PCare - Practical Care Suppo</b>							
Restricted		—	£1,250	—	—	—	£1,250
Sub-total for PCare		—	£1,250	—	—	—	£1,250
<b>Youth-WE - Youth Weekend Away</b>							
Designated		—	£950	£990	—	—	(£40)
Sub-total for Youth-WE		—	£950	£990	—	—	(£40)
<b>DBt - Gift to Rotary Charity</b>							
Designated		—	£412	£412	—	—	—
Sub-total for DBt		—	£412	£412	—	—	—
<b>General - General fund</b>							
Unrestricted		£58,789	£71,786	£61,811	(£27)	—	£68,737
Sub-total for General		£58,789	£71,786	£61,811	(£27)	—	£68,737
Grand total		£58,828	£76,001	£64,928	—	—	£69,901

### 3.5 Analysis of Income and Expenditure

	Unrestricted	Designated	Restricted	Endowment	Total This year	Last year
INCOME AND ENDOWMENTS						
Donations and legacies						
Giving - Regular (direct to bank)	£58,362	—	—	—	£58,362	£47,570
Giving - Identified as One-Off	£830	—	—	—	£830	£695
Youth Weekend	—	£950	—	—	£950	—
Gift to KCC Elder for Preaching	£59	—	—	—	£59	—
Giving-A Hodder Mission Housing	—	—	—	—	—	£39,750
Gifts to Carriers of Hope	—	—	—	—	—	£335
Giving - Gift to Az Refugee Family	—	—	£1,290	—	£1,290	—
Gift for Rotary Charities	—	£360	—	—	£360	—
Gift Aid Recovered	£12,441	—	—	—	£12,441	£19,975
Gift Aid recovered for Az Gift	—	—	£262	—	£262	—
Gift Aid recovered for Practical Care S	—	—	£250	—	£250	—
Gift aid for Rotary charities	—	£52	—	—	£52	—
Giving - Practical Care Support Fund	—	—	£1,000	—	£1,000	—
Total	£71,693	£1,362	£2,802	—	£75,858	£108,326
Income from charitable activities						
Giving -Gifts to EMF	—	—	£50	—	£50	—
Total	—	—	£50	—	£50	—
Other income						
KCC001 CAF Interest	£93	—	—	—	£93	—
Total	£93	—	—	—	£93	—
INCOME TOTAL	£71,786	£1,362	£2,852	—	£76,001	£108,326

## EXPENDITURE

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
<b>Expenditure on charitable activities</b>						
Rent	£8,100	—	—	—	£8,100	£4,400
Expenses - Catering food & drink	£135	—	—	—	£135	£214
Expenses - Catering (other)	£74	—	—	—	£74	—
Child Protection Fees	£25	—	—	—	£25	£149
Training	—	—	—	—	—	£50
Printing/Stationary: Admin	£155	—	—	—	£155	£82
Music - copyright etc Fees	£629	—	—	—	£629	£621
Computer - Software: Admin	£449	—	—	—	£449	£474
Computer Software: Worship etc	£15	—	—	—	£15	—
Children & Youth Work	£255	—	—	—	£255	£395
Children & Youth: Events	£121	£990	—	—	£1,111	—
Outreach/Pastoral refreshments	£16	—	—	—	£16	£4
Outreach - materials	£363	—	—	—	£363	£263
Outreach - Events	£191	—	—	—	£191	£60
Outreach - Meeting: visiting speaker fee	—	—	—	—	—	£618
Discipling - Journey Groups: materials	£25	—	—	—	£25	£32
Outreach - Gift to Other Churches	£1,000	—	—	—	£1,000	—
Outreach: Gift- Uliana family (studies)	—	—	—	—	—	£5,285
Special Services	£69	—	—	—	£69	£63
Worship Service: kit/consumables	—	—	—	—	—	£22
Outreach: Practical Care	£598	—	—	—	£598	£35
Outreach - Gift to Carriers of Hope	—	—	£83	—	£83	£380
Outreach - Gift to Slavic Gospel Associa	£150	—	—	—	£150	£375
Outreach - Mission Support Fund Gifts	£4,600	—	—	—	£4,600	£400
Outreach - Gift to EMF	—	—	£50	—	£50	—
Outreach - gift to Az Refugee Family	£91	—	£1,580	—	£1,671	—
Outreach - Gift to Rotary Charities	—	£412	—	—	£412	—
Outreach - Gift to KYFC	£300	—	—	—	£300	—
Equipment - general	£113	—	—	—	£113	£74
Equipment - computer	£77	—	—	—	£77	£1,139
Admin - Subscription Fees	—	—	—	—	—	£40
Admin - Fees to accountants SORP etc	£580	—	—	—	£580	£250
Admin - Insurance	£221	—	—	—	£221	£217
Admin - Bank Fees	£76	—	—	—	£76	£101
Sunday Worship: Visiting Speaker Fees	£161	—	—	—	£161	£168
Elders - Salary	£27,216	—	—	—	£27,216	£12,845
Administrator - Salary	£1,234	—	—	—	£1,234	—
Staff - Pension	£2,919	—	—	—	£2,919	£1,942
Staff - HMRC PAYE	£8,059	—	—	—	£8,059	£4,073
Elders - Conference Fees	£399	—	—	—	£399	£10
Elders - Phone	£134	—	—	—	£134	£32
Elders - Book allowance	£129	—	—	—	£129	£35
Elders - Accommodation	—	—	—	—	—	£49,300
Elders - Recruitment	—	—	—	—	—	£360
Elders - One-Off Expenses	£150	—	—	—	£150	£2,718
Elders - Mission Housing finance fee	£2,348	—	—	—	£2,348	£1,136
Elders Mileage Pastoral	£127	—	—	—	£127	£42
Elders Mileage KCC Meeting	£12	—	—	—	£12	£26
Elders Mileage - Conference	£458	—	—	—	£458	—
Elders Mileage - Outreach Meetings	£22	—	—	—	£22	—
Total	£61,811	£1,402	£1,714	—	£64,928	£88,445
<b>Other expenditure</b>						
Refund of incorrect payment	—	—	—	—	—	£236
Total	—	—	—	—	—	£236
<b>EXPENDITURE TOTAL</b>	£61,811	£1,402	£1,714	—	£64,928	£88,681
<b>GRAND TOTAL</b>	£9,975	(£40)	£1,137	—	£11,073	£19,644

### **3.6 Trustee Remuneration**

As itemised above, the only Trustee salary expenditure for the period was £27,216; this remuneration relates to his Full-time Elder position (and no payment has been made for his services as Trustee).

From 12 December 2022, Amber Ball was employed as a part-time Administrator and paid a salary of £1,234 for the remainder of this report period.

Both Adrian Hodder and Amber Ball hold personal pensions. Kenilworth Community Church CIO has paid employer contributions into these schemes. No other benefits are paid.

The above payments are permitted by the charity's governing document.

During the report period, the Trustees received the following expenses:

Jonathan Wright	£134.24
Wayne Harris	£65.17
Adrian Hodder	£616.70

During the report period, relatives of the Trustees received the following expenses:

Helen Murphy	£258.10
Eve Murkett	£209.63

The foregoing expenses were checked, authorised and paid independently of the above named/related Trustees by the church Treasurer and a separate Trustee (ie. not the recipient), and are certified as necessary for the purposes of the charity and essential for the specific tasks in hand. The expenses are included in the statements of expenditure as presented in Sections 3.1 to 3.5.

There are no other payments to Trustees or related parties.



#### 4. ISSUES RELATING TO CHARITY COMMISSION ANNUAL RETURN QUESTIONS

	<i>Ref*</i>	<i>Item</i>	<i>Response by Charity</i>
4.1	1.1 1.2	Government Contracts	No government contracts of any type (nor grants) were entered into: no funds received.
4.2	1.3	Income Breakdown	Income below £500,000 – so Q1.3 not applicable
4.3	1.4	Donations	Income below £100,000 – so Q1.4 not applicable In any case - no corporate donations received.
4.4	2.1	Grants	Grant making does not form a significant part of the charitable work.
4.5	2.2	Trustee Payments	One Trustee (Adrian Hodder) was paid a salary; this remuneration relates to his Full-time Elder position, as defined in the associated employment contract. No payment was made to this or any Trustee for providing Trustee duties.
4.6	3.1	Income from Outside UK	No income has been received from outside the UK during the report period.
4.7	3.2	Charitable Activities Outside UK	No charitable activities were delivered by Kenilworth Community Church outside the UK during the report period.  No charitable organisations have delivered charitable activities on behalf of Kenilworth Community Church outside the UK during the report period.
4.8	3.3	Spending Outside UK	No funds were spent outside of the UK during the reporting period.
4.9	4.	Trading Subsidiaries	Kenilworth Community Church has no trading subsidiaries
4.10	5.1.	Charity Address	12 Thornby Avenue Kenilworth Warwickshire CV8 2DT  This is the Registered Charity Address and is also applicable for charity administration (see also Section 1 of this report).
4.11	5.2	Property	No property is owned.
4.12	6.	Structure	Kenilworth Community Church is not part of a wider group structure.
4.13	7.1	Employees	As at 31.03.2023:  a. One full time employee and One part-time employee. b. No fixed-term contract employees. c. No self-employed.  Total payroll costs for this period: £39,428.
4.14	7.2	Volunteers	Volunteers who have assisted during this period: 26

\* Ref No. relates to Charity Commission for England and Wales Annual Return Questions, updated March & June 2023.

Table continues on the following page.

	<b>Ref*</b>	<b>Item</b>	<b>Response by Charity</b>	
4.15	8.	Governance	a. Internal charity financial controls policy & procedures	✓
			b. Safeguarding policy and procedures	✓
			c. Financial reserves policy & procedures	✓
			d. Complaints policy & procedures	✓
			f. Internal risk management policy and procedures	✓
			g. Trustee expenses policy and procedures	✓
			h. Trustee conflicts of interest policy and procedures	✓
			i. Investing charity funds policy and procedures	
			j. Campaigns and political activity policy and procedures	
			k. Bullying and harassment policy and procedures	
			l. Social media policy and procedures	
			m. Engaging external speakers at charity events policy and procedures.	
4.16	9.1	Safeguarding	Kenilworth Community church has not provided services to children or adults known to be at risk during this period.	
			a. All required Standard DBS checks have been obtained	✓
			b. All required Enhanced DBS checks have been obtained	✓
			c. All required Enhanced with Barred List DBS checks have been obtained	✓
			d. DBS checks are not required other than basic DBS checks	
4.17	9.2	Serious Incidents	There are no serious incidents that require reporting to the Charity Commission for England and Wales.  Risk/Impact: Not applicable – as no serious incidents (as above).	
	9.3	Serious Incidents: risk/impact		

\* Ref No. relates to Charity Commission for England and Wales Annual Return Questions, updated March & June 2023.

## APPENDIX I

### REPORT OF THE INDEPENDENT EXAMINER OF THE ACCOUNTS

#### Accounts for the year ended 31<sup>st</sup> March 2023

##### Respective responsibilities of the Trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts and they consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

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

##### Basis of the Independent Examiner's statement

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

##### Independent examiner's statement

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

Accounting records were not kept in accordance with section 130 of the Charities Act, or the accounts do not accord with the accounting records

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

Date: 15<sup>th</sup> January 2024

Signed:



Stephen Hendy