

**ABBAY CHURCH CIO
TRUSTEES' ANNUAL REPORT
AND
FINANCIAL STATEMENTS
PERIOD ENDED 31 AUGUST 2020**

Registered Charity Number: 1184604

ABBAY CHURCH CIO
FINANCIAL STATEMENTS
PERIOD ENDED 31 AUGUST 2020

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ABBEY CHURCH CIO
REFERENCE AND ADMINISTRATIVE INFORMATION
PERIOD ENDED 31 AUGUST 2020

Status

Abbey Church CIO is a Registered Charity, No 1184604 having been registered on 25 July 2019 as a Charitable Incorporated Organisation; it is governed by its Constitution dated 19 June 2019. Previous to 25 July 2019 Abbey Church was part of a Charitable Company, Hillview Evangelical Church [Charity Number 1115938; Company Registration Number 5899178] having been a church plant by Hillview Church in September 1999. Initially it was part of the then Hillview Evangelical Church Trust before Incorporation on 29 August 2006.

The Trustees are pleased to present the first report and annual accounts for the first reporting period of the Charity from its Registration on 25 July 2019 to 31 August 2020. Future reports will be for the Financial Year of the Charity of 1 September to 31 August. The report includes the information required by the Charity SORP FRS102 as a Charity registered in England and Wales.

Trustees

The Trustees who served during the year and since the year end were as follows:

Andrew Conlan	<i>Elder of Abbey Church</i>	
Mark Bashford	<i>Elder of Abbey Church</i>	
Philip Ricketts	<i>Finance Team</i>	
Patricia Murphy		Appointed 5 December 2019
Linda Griffiths		Appointed 5 December 2019
David Wallace		Appointed 5 December 2019
David Bradford		Appointed 5 December 2019
Chris Wintle*		Resigned 20 March 2020

Charity's principal address

15 The Chase
Abbeydale
Gloucester
GL4 4WP

Agents and Advisors

Independent examiner: Neil Kingston FCA, Burton Sweet Chartered Accountants,
The Clock Tower, Farleigh Court, Old Weston Road, Flax Bourton,
Bristol, BS48 1UR

Bankers: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling,
Kent, ME19 4JQ

Solicitors: Ellis-Fermor & Negus Limited, 2 Devonshire Ave, Beeston,
Nottingham, NG9 1BS

STRUCTURE, GOVERNANCE & MANAGEMENT

Organisational Structure

During the year the board of Trustees was strengthened from the initial four to a current total of seven as stated on page 1. The day-to-day management and leadership of Abbey Church is delegated to a team of five Elders who are responsible to provide the leadership to the Church in seeking to achieve the aims of the Charity. As shown, three of these are also Trustees with one, Andrew Conlan being employed for three days per week.

During the first reporting period the Trustees met four times [3 – Ordinary General Meetings and 1 – Extraordinary General Meeting] to oversee key aspects of the Charity's operation, especially in its first year of operation as a CIO. Minutes are kept of all meetings of Trustees.

The Church is structured to operate with four main Ministry Teams to develop, plan and fulfil its programme of activities and events in seeking to achieve the aims and objects of the Charity. These are the Sunday [Church] Team, Neighbourhood Team, World Vision Team, Pastoral Care Team and Community Groups Team. In addition the Charity also employs a full-time Youth Worker and a part-time Church Administrator.

Finally, there is also a Finance Team responsible for the financial controls of the activities of the Church. It produces regular management accounts for the Charity and reports to the Trustees at their meetings concerning all financial aspects of the operation of the Charity. The Finance Team also proposes the annual budget following consultation with the leadership of the Church, and it is then approved by Trustees. The committee maintains close supervision of the income and expenditure account, as well as capital expenditure items.

Appointment of Trustees

Trustees are normally recruited from persons known to the Trustees. Prior to appointment, potential Trustees are given opportunity to attend a Trustees' meeting to observe the working of the charity, along with opportunities to discuss their potential involvement more fully.

The charity provides every Trustee with an induction pack, which details their legal responsibilities and provides key policies

Networks and other relationships

Abbey Church has links with national organisations such as Christian Concern, CAP [Christians Against Poverty], Counties UK [Neighbourhood Chaplains], Association of Christian Counsellors, Partnership UK, as well as with international relief agencies, such as Tearfund, Samaritan's Purse, Open Doors and various other mission agencies. Abbey Church also works locally with other churches, schools and groups in the community.

The Charity uses the services of ThirtyOne: Eight, formerly known as CCPAS [Churches' Child Protection Advisory Service] for advice, support, training and resources in all areas of safeguarding children and vulnerable adults, including DBS disclosures.

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Risk Management

At the outset of preparing to establish Abbey Church CIO and separate from the Hillview Charity, it was agreed between the two parties that all the policies, procedures and risk assessments current at the time would be made available to Abbey Church CIO for adoption, as appropriate, by Abbey Church CIO.

During the reporting period the Trustees have endeavoured to review and update the above policies to be more specifically relevant to Abbey Church CIO. Initially priority was given to policies for Conflicts of Interest, Safeguarding and Anti Bribery and Corruption. With the number of Trustees increasing to seven consideration has been; and continues to be given to others, e.g. Ethos Statement, Data Protection [GDPR], Diversity and Equality, Health and Safety, Finance and Reserves.

The arrangements put in place have enabled the Safeguarding requirements to be met. The Trustees have also sought to ensure that their duties under GDPR are being properly discharged. They also confirm that they have referred to the guidance contained in the Charity Commission's guidelines on public benefit when reviewing the Charity's aims and objects and in planning future activities.

OBJECTIVES AND ACTIVITIES

The objects of Abbey Church CIO is to advance the Christian faith, according to the statement of beliefs and practices of Abbey Church for the public benefit in Gloucester and in such other parts of the United Kingdom or the world as the charity Trustees think fit.

Abbey Church CIO is a new charity to oversee the work of Abbey Church. A plant from Hillview Church in Gloucester, the church was first established in 1999 and between then and the formation of Abbey Church CIO, the charity came under the governance of the Charity Company "Hillview Evangelical Church" (HECCo).

As the Church has grown, it became clear to the leadership of both Churches that it was time for a new charity to be formed to oversee and focus on the work of Abbey Church. Both Churches worked to carefully define and separate the assets. Whilst the relationship continues between the two churches and now separate charities, with both having similar visions and objectives, there are areas where it is better to operate independently, particularly with the use of assets in the development of the work of both charities.

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The activities of the Charity continue within the same broad aims as when it operated under HECCo, seeking to contribute, as appropriate, to the spiritual, physical, social and educational needs of the Abbey Church community, focused on the communities of Abbeymead and Abbeydale in the city of Gloucester. These aim to cater for all age groups from Parent and Toddlers to Senior Citizens. Through its mission support programmes it also seeks to further its objects beyond the immediate communities where Abbey Church operates to other parts of the UK and overseas.

Examples of the current work can be seen on the website www.abbeychurch.net. Each of the ministries of the Church are reviewed regularly to ensure the services and activities are effective in connecting with our community. We continue to grow both in new people attending, particularly at the Sunday morning service, as well as in the development of Church members; training up and developing church members to serve in a greater way.

Typically, there are in the region of 100 adults plus children and young people for Abbey Church on a Sunday service. As with any church of the type of Abbey, the viability and sustainability of their programmes is almost entirely dependent upon members who give voluntarily and consistently of their time. The wide range of gifts and abilities available combine to produce a volunteer workforce that is effective in contributing to the life of the church, enabling it to achieve the Objects of the Charity. We are extremely grateful to all those who are involved in the church in that way. It is estimated that the value of their contribution in 2019-20, if employed, would have been in the order of £100k based on the national minimum wage.

ACHIEVEMENTS AND PERFORMANCE

The use of Heron School, a primary school within Abbeydale, allows the Church both to meet on Sunday and host other events for Children, families and Youth.

This includes our children's clubs, 6:15 Club and Friday Fun Football (running on alternate weeks in term time), which in addition to games, sport, crafts etc. allow us the opportunity to teach children from the neighbourhood Christian values and biblical principles. These are growing in popularity, as is the weekly mother and toddler group, Abbey Tots, which is oversubscribed. These activities serve as an outreach to families in the area and allow us opportunities to engage with, and support families that would otherwise never connect with Church.

Community engagement pastorally is growing and during the period the Church established the Neighbourhood Chaplains team. The aim is to reach out to the lonely and vulnerable, offering help and assistance to those in need. This free help may include everyday practical tasks, assistance with contacting other organisations who could provide specialist help or a simple call or visit. We know that many people in our community experience loneliness and the Chaplains aim is to help ease the burden.

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During the reporting period of 2019/20 the Church has had to adapt considerably to the challenging times as a result of the Coronavirus Pandemic. In March 2020 the availability of Heron Primary School to use for Public Sunday meetings, was restricted and the Charity quickly adapted to ensure that we could move online for various church meetings.

All Church activities, for all age groups, have been continually reviewed to ensure we keep church members safe and operate within government guidance. As the pandemic has continued, various adaptations have been made and in addition to using Zoom, services have been broadcast on Facebook Live. Investment has been made in video production equipment, with the use of a Legacy received. It is envisaged that we will continue to make use of live broadcast services on social media, even when we are allowed to return to 'normal'. It is clear that the old and infirm members of our community have benefited greatly from our online presence.

In addition, the pastoral care of church members and community has been taken into consideration, with the Pastoral team adapting to new needs in this most challenging of times. Outreach to the community has included the development of the "Abbey Baby Club" a support group for new mums and the launch of our Neighbourhood Chaplains team proved to be well timed.

FINANCIAL REVIEW

Reserves Policy

The Trustees have considered a Reserves Policy for Abbey Church CIO and established that the Charity should hold free reserves of at least £25,000, or the equivalent of at least 3 months of the essential operating costs of the Charity.

Free reserves are defined as unrestricted or general funds held by the Charity but not committed or invested in tangible fixed assets. This level of free reserves gives the Trustees and Leaders the opportunity and time to make appropriate decisions to rectify the situation should unexpected costs arise or a material drop in income occur.

The free reserves held at the period-end are £206,526. The level of reserves compared to operating expenditure is due to the intention of the Charity to undertake building work, the cost of which is likely to exceed significantly the level of reserves held.

Financial Review

The financial statements show that in the first financial period of its operation the total income of the Charity was £304,226. As will be seen from Note 2, the majority of this was from a donation by Hillview Evangelical Church of £201,717 arising from the agreed division of assets from Abbey Church becoming a CIO in its own right having been previously been part of the Hillview Charity from its inception (See Reference and administration details : Status – p1).

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In addition, income from General offerings amounted to £77,854 with associated income from tax refunds (Gift Aid) of £12,117; this would indicate that some 67% of the general offerings were donated in a tax-efficient manner. The balance of total income came from Grants £8,004 and a Legacy of £1,450.

With a total expenditure of £97,700 the resulting net income for the financial year is £206,526.

In considering the expenditure on charitable activities it can be seen from Note 4, that overall about 93% was actually activity-related with about 7% related to support costs. In addition, it can also be seen that Grants of £8,456 were made for Christian work; this can be seen in greater detail in Note 5 where there is an analysis of these grants. It is the aim of the Charity to make grants equating to about 10% of the combined total of general offerings and associated income from tax refunds (Gift Aid); from Note 2 this can be seen to be £89,971 – there is therefore a slight shortfall of about £500.

In summary, Note 13 shows the free reserves of the Charity as at 31 August 2020 to be £206,526 – these are all stated as Unrestricted Funds.

The first reporting period of the Charity was a particularly challenging one; not only were there the expected challenges of its operation, but there were the unexpected additional challenges that arose because of the pandemic. The Trustees are therefore both pleased, grateful and encouraged that the 'operating income' from general offerings, income tax refunds (Gift Aid) etc has been maintained in the transition from being part of the Hillview Charity to now being a CIO in its own right. Expenditure on charitable activities was also contained within the 'operational income' for there to be an 'operational surplus' of £1,725.

Restricted Fund

In the arrangements for the divisions of assets agreed between Hillview Evangelical Church (Charitable Company) and Abbey Church CIO there is a balance remaining from the Restricted Fund intended for a building project that will not now proceed. This amounts to £29,320 and will be retained by Hillview until such time as the fund can become Unrestricted. Progress has been made on this but further work needs to be done in consultation with the Charity Commission.

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TRUSTEES ANNUAL REPORT
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Statement of Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, 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 sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. 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.

Approved by the Trustees and signed on their behalf by:

.....
Mark Bashford (Chair of Trustees)

Date: 28 April 2021

ABBEY CHURCH CIO
INDEPENDENT EXAMINER'S REPORT
PERIOD ENDED 31 AUGUST 2020

Independent examiner's report to the Trustees of Abbey Church CIO

I report to the Trustees on my examination of the accounts of Abbey Church CIO (the Charity) for the period ended 31 August 2020.

Responsibilities and basis of report

As the charity Trustees of the Charity 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 Charity'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:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- 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.

Neil Kingston, FCA
Burton Sweet Chartered Accountants
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: 28 April 2021

ABBAY CHURCH CIO
STATEMENT OF FINANCIAL ACTIVITIES
PERIOD ENDED 31 AUGUST 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Income from:				
Donations and legacies	2	298,142	3,000	301,142
Charitable activities	3	2,124	-	2,124
Investments		960	-	960
Total income		<u>301,226</u>	<u>3,000</u>	<u>304,226</u>
Expenditure on:				
Charitable activities	4	94,700	3,000	97,700
Total expenditure		<u>94,700</u>	<u>3,000</u>	<u>97,700</u>
Net income/(expenditure)	7	206,526	-	206,526
Transfers between funds	12	-	-	-
Net movement in funds		<u>206,526</u>	<u>-</u>	<u>206,526</u>
Total funds at the start of the period	12	-	-	-
Total funds at the end of the period	12	<u>206,526</u>	<u>-</u>	<u>206,526</u>

The charity has no recognised gains and losses other than the results for the period as set out above

All of the activities of the charity are classed as continuing

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

ABBAY CHURCH CIO
BALANCE SHEET
AS AT 31 AUGUST 2020

	Note	2020 £
Current assets		
Debtors	10	4,044
Cash at bank and in hand		<u>204,342</u>
		208,386
Creditors : Amounts falling due within one year	11	(1,860)
Net current assets		<u>206,526</u>
Net assets		<u><u>206,526</u></u>
Funds		
Unrestricted funds	13	206,526
		<u><u>206,526</u></u>

These financial statements were approved by the trustees on 28 April 2021 and are signed on their behalf by:

.....
Mark Bashford (Chair of Trustees)

.....
Philip Ricketts (Trustee; Finance Team)

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

ABBEY CHURCH CIO

NOTES TO THE FINANCIAL STATEMENTS

PERIOD ENDED 31 AUGUST 2020

1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention, the Financial Reporting Standard 102 and the Statement of Recommended Practice, Accounting and Reporting by Charities (FRS102).

The charity is a public benefit entity as defined under FRS102.

There are no material uncertainties about the Charity's ability to continue as a going concern, despite the significant uncertainty being caused by the worldwide COVID-19 crisis. Whilst the Trustees expect there to be a significant impact on the charity's operations our current operations have very little cost liabilities, with any additional costs caused in making adjustments to operations being minor. It is also recognised that the charity has sufficient reserves to be able to meet these challenges

- b) Income from donations are included when these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
 - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

Legacies are recognised when the charity is legally entitled to the legacy and the amount can be quantified with reasonable accuracy. Entitlement is regarded as the earlier of the charity being notified of an impending distribution or the legacy being received.

- c) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Most expenditure is directly attributable to specific activities and has been included in those cost categories. Support costs have been allocated 100% towards the charitable activities of the charity.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity. Governance costs are included within support costs.

- d) Rentals applicable to operating lease agreements where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.
- e) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the Trustees.
- f) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

ABBEEY CHURCH CIO
NOTES TO THE FINANCIAL STATEMENTS
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2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donation from Hillview Evangelical Church	201,717	0	201,717
General offerings	74,854	3,000	77,854
Grants	8,004	-	8,004
Income tax refunds	12,117	-	12,117
Legacies	1,450	-	1,450
	<u>298,142</u>	<u>3,000</u>	<u>301,142</u>

3 Income from: charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Event income	2,124	-	2,124
	<u>2,124</u>	<u>-</u>	<u>2,124</u>

4 Expenditure on: charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Grants for Christian work (see note 5)	8,456	-	8,456
Church workers	58,905	-	58,905
Ministry costs	3,358	3,000	6,358
Training	885	-	885
Event expenses	16,238	-	16,238
<u>Support costs</u>			
Safeguarding costs	738	-	738
Insurance	574	-	574
Printing, postage and stationery	354	-	354
Accountancy fees	1,405	-	1,405
Professional fees	40	-	40
Equipment	814	-	814
Miscellaneous	1,073	-	1,073
Governance costs (see note 6)	1,860	-	1,860
	<u>94,700</u>	<u>3,000</u>	<u>97,700</u>

ABBAY CHURCH CIO
NOTES TO THE FINANCIAL STATEMENTS
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5 Analysis of Grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<i>To Institutions</i>			
Gloucester City Mission	1,200	-	1,200
Echoes International	516	-	516
Armonia Trust UK	1,030	-	1,030
Ambassadors Football	1,380	-	1,380
Ifes Trust	780	-	780
Friends of Turkey	1,100	-	1,100
Open doors	300	-	300
Echo Donato G	390	-	390
Frontiers	500	-	500
Moldova Orphanage - Anatolii & Corinne	500	-	500
<i>To Individuals</i>			
AJ & EJ Patching	260	-	260
Hannah Coggins	500	-	500
	<u>8,456</u>	<u>-</u>	<u>8,456</u>

6 Governance costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Independent examiner's fees	1,860	-	1,860
Trustee meeting expenses	-	-	-
	<u>1,860</u>	<u>-</u>	<u>1,860</u>

7 Net income/(expenditure)

This is stated after charging

	2020 £
Independent Examiner's fee:	
- for Independent Examination	660
- for Accounts Preparation	<u>1,200</u>

ABBEY CHURCH CIO
NOTES TO THE FINANCIAL STATEMENTS
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8 Staff costs and numbers

The aggregate staff costs were

	2020
	£
Wages and salaries	52,465
Social security costs	641
Pension costs	2,756
	<u>55,862</u>

No staff received employment benefits of more than £60,000.

The average number of staff (headcount) during the year was 3.

The total aggregate employment benefits received by key management personnel were £21,477.

Aggregate donations from Trustees, key management personnel and other related parties were £20,735.

9 Taxation

The charity is exempt from corporation tax on its charitable activities.

10 Debtors

	2020
	£
Other debtors	4,044
	<u>4,044</u>

11 Creditors: amounts falling due within one year

	2020
	£
Accruals	1,860
	<u>1,860</u>

12 Movements in funds

As at 31 August 2020

	As at 25 July 2019 £	Income £	Expenditure £	Transfers £	As at 31 Aug 2020 £
Restricted Funds					
Educational Fund	-	3,000	(3,000)	-	-
Unrestricted Funds					
General funds	-	301,226	(94,700)	-	206,526
Total funds	<u>-</u>	<u>304,226</u>	<u>(97,700)</u>	<u>-</u>	<u>206,526</u>

Educational Fund

The purpose of this fund is to support education of biblical studies.

ABBEY CHURCH CIO **NOTES TO THE FINANCIAL STATEMENTS** **PERIOD ENDED 31 AUGUST 2020**

13 Analysis of net assets between funds

As at 31 August 2020	Other Net Assets £	Total £
Unrestricted Funds		
General funds	206,526	206,526
Total funds	<u>206,526</u>	<u>206,526</u>

The free reserves of the charity as at 31 August 2020 are £206,526.

14 Related party transactions

During the period Andrew Conlan, a trustee, received remuneration of £18,466 and pension contributions of £1,662 for the part-time Church Leader role.

Mark Bashford, Chris Wintle, Peter Conlan and David Bradford, trustees and related parties, received payments of £700, £100, £100 and £100 respectively for speaking services at Abbey Church.

These payments are permitted under the Memorandum & Articles of Association.

There are no other related party transactions apart from those already disclosed.

15 Donation of assets and liabilities

On 1 September 2019, the Trustees of Hillview Evangelical Church, charitable company (registration number: 05899178) moved the trade and assets of the Abbey Church into the newly constituted CIO. The impact of this event has been that Abbey Church CIO was gifted an agreed sum of £201,717 of the Abbey Church assets at that date.

The carrying values of the assets and funds transferred were:

Net Assets:	£
Cash in hand and on deposit	<u>201,717</u>
Funds:	
Unrestricted general funds	<u>201,717</u>

The total asset transfer amounts to £231,037, the difference of £29,320 relates to a restricted fund. Hillview Evangelical has applied for the fund to be derestricted by the Charity Commission. The funds will be transferred to Abbey Church CIO once this process has been approved.