

Company registration number: CE018863
Charity registration number: 1185350

Cranleigh Baptist Church

Annual Report and Financial Statements

for the year ended 31 March 2023

MSH Accountancy Limited
3 Bank Buildings
149 High Street
Cranleigh
Surrey
GU6 8BB

Cranleigh Baptist Church
Contents
For the year ended 31 March 2023

	Page
Reference and administrative details	1
Trustees' report	2 to 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 to 14

Cranleigh Baptist Church
Reference and administrative information
For the year ended 31 March 2023

Charity registration number	1185350
Company registration number	CE018863
Registered office	Cranleigh Baptist Church 262 High Street Cranleigh Surrey GU6 8RT
Trustees	Rev David Burt Mr Keith Field Mr Peter Pilgrim Mr Richard Borgonon
Independent examiner	MSH Accountancy Limited 3 Bank Buildings 149 High Street Cranleigh Surrey GU6 8BB

**Cranleigh Baptist Church
Trustees' report
For the year ended 31 March 2023**

The trustees, who are directors for the purposes of company law, presents the annual report together with the financial statements of the Cranleigh Baptist Church ("the church") for the year ended 31 March 2023.

Objectives and activities

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charities Commission for England and Wales.

a. Objectives

The purposes of the church are:

- The advancement of the Christian faith in accordance with the basis of faith primarily, but not exclusively, within Cranleigh Surrey 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 consistent with the doctrinal distinctives and ethical statements as may be adopted and amended by the church from time to time in accordance with the provisions of the church handbook.

b. Activities undertaken to achieve objectives

The church has continued to provide a range of activities:

- The very well attended Sunday morning service has continued and church membership has strongly expanded post Covid. We are clearly attracting more people as the number of houses within Cranleigh continues to grow. Live streaming of services has now stopped due to the lifting of Covid restrictions.
- Occasional Sunday evening services have been reintroduced or replaced by specific topic meetings.
- Mid-week meetings continue and include but are not limited to:
 - Home Group bible studies;
 - Senior Link (the regular meeting for the elderly);
 - Children's and Young people's weekly group meetings; and
 - Special events including guest speakers.
 - Running Christianity Explored courses.

We continue to place our key events on YouTube, with one key speaker event (Professor John Lennox from Oxford University) attracting over 31,000 views and climbing.

The church premises have continued to be used for hosting a food bank in association with other local churches as well other community-based activities.

Cranleigh Baptist Church
Trustees' report
For the year ended 31 March 2023

In addition, the church has become a major focal point for assisting Ukrainian refugee contacts of the church. We have established a clothing, bedding and toy provisions room as well as networking to support with housing, education and furniture needs. English lessons have recently been commenced.

During the year we have been able to use resources to continue to support missionaries who are situated abroad and in the UK.

Our annual budget includes the provision of funds to give financial assistance to those experiencing financial hardship within the church.

The church premises have been fully equipped with sanitising measures and a watch kept on any introduction of government regulations and guidance.

The church currently employs three members of pastoral and administrator staff. However, the church is very dependent on over 100 church members who regularly or occasionally volunteer their help in areas such as Children and Youth work, Senior Link, serving those inside and outside the church membership, the Music team, the Tech team, pastoral work, preparing for and hosting midweek meetings, building maintenance and many other areas. The time they sacrifice cannot be underestimated and without which the objectives and activities listed above would in no way be possible.

Structure, governance and management

a. Constitution

The church is a Charitable Incorporated Organisation and is governed by the Constitution adopted by the members of the church on 4 December 2018.

The day-to-day running of the church is overseen by the Oversight Team, who are the charity's trustees.

b. Appointment and training of trustees

In accordance with the church's Constitution, Trustees are elected every three years and given sufficient training on appointment.

c. Appointment of staff

The Oversight Team in consultation with the church members, are responsible for identifying and appointing staff members including the church pastors.

d. Risk assessment

The Trustees undertake regular risk assessment reviews covering health and safety, property, strategic, legal, financial, insurance and employment policies. The Trustees believe that there are satisfactory systems and controls in place to identify and mitigate any material exposure.

Regular fire, health and safety checks are undertaken, and full third-party insurance is in place to cover church activities and property.

Risk assessment is routinely undertaken for all proposed activities as part of the planning process to ensure compliance with external and internal guidelines and objectives.

Cranleigh Baptist Church
Trustees' report
For the year ended 31 March 2023

We have an ongoing commitment to safeguarding vulnerable adults and children. A formal Safeguarding policy has been adopted. Staff and volunteers are DBS checked in accordance with that policy which is regularly reviewed and updated in line with current recommendations. We also provide both internal and external training in this area for both staff and volunteers.

Regular external first aid training is provided to ensure qualifications of staff members and volunteers are maintained.

The majority of the church's income continues to be received through the generosity of those donating either monthly standing orders or one-off gifts.

e. Other matters

The Oversight Team delegate the oversight of some church ministries to other church members. The Oversight Team will bring to the church members, at one of the church business meetings arranged each year, any issues upon which their consensus is required.

Financial review

a. Going concern

After making appropriate enquires, the Trustees have reasonable expectation that the church has adequate reserves to continue in operational existence for the foreseeable future. For this reason, the going concern basis is adopted in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

Reserves are maintained to meet any unexpected expenditures or income shortfall brought about by external circumstances.

A discretionary fund of £10,000 is set aside and maintained as a designated unrestricted fund to support those in particular financial distress.

The remainder of the church's unrestricted funds are general in nature, and are spent or applied at the discretion of the trustees or staff members to further any of the charity's purposes.

c. Statement of trustees' responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable laws and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;

Cranleigh Baptist Church
Trustees' report
For the year ended 31 March 2023

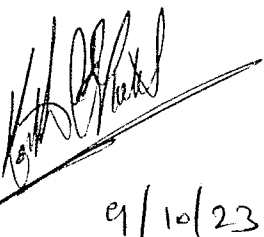
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees and signed on its behalf by:

Keith Field
Trustee

Date:


9/10/23

Cranleigh Baptist Church
Independent examiner's report to the trustees of Cranleigh Baptist Church ("the Company")
For the year ended 31 March 2023

I report to the charity trustees on examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also the directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the Act 2006').

Having satisfied myself that the accounts of Cranleigh Baptist Church are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directors given by the Charity Commission under section 145(5)(b) of the 2011 Act.

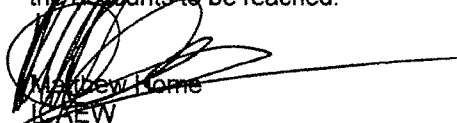
Independent examiner's statement

Since the Company'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 ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. Accounting records were not kept in respect of Cranleigh Baptist Church as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.


Matthew Horne
ICAEW

3 Bank Buildings
149 High Street
Cranleigh
Surrey
GU6 8BB

Date: 26 . 9 . 2023

Cranleigh Baptist Church
Statement of Financial Activities
For the year ended 31 March 2023

	Note	Unrestricted funds £	Total funds 2023 £	Total funds 2022 £
Income from:				
Donations and legacies	4	285,929	285,929	243,861
Property income	5	57,101	57,101	41,716
Other income	6	1,636	1,636	1,121
Total income		344,666	344,666	286,698
Expenditure on:				
Charitable activities	7	232,305	232,305	232,602
Total expenditure		232,305	232,305	232,602
Net movement in funds		112,361	112,361	54,096
Funds brought forward - restated		1,100,615	1,100,615	1,046,519
Funds carried forward		1,212,976	1,212,976	1,100,615

The accompanying notes form part of these financial statements.

All amounts derive from continuing activities.

All gains and losses recognised in the year are included in the Statement of Activities.

Cranleigh Baptist Church (registration number CEO18863)
Balance sheet
At 31 March 2023

	Note	2023 £	Restated 2022 £
Fixed assets			
Tangible assets	8	1,020,059	1,020,059
Current assets			
Debtors	9	51,798	19,637
Cash at bank and in hand		<u>176,587</u>	<u>148,038</u>
		228,325	167,675
Creditors: amounts falling due within one year	10	<u>(29,135)</u>	<u>(28,654)</u>
Net current assets		<u>199,250</u>	<u>139,021</u>
Total assets less current liabilities		<u>1,219,309</u>	<u>1,159,080</u>
Creditors: amounts falling due after more than one year	11	(6,335)	(58,465)
NET ASSETS		<u>1,212,976</u>	<u>1,100,615</u>
Funds of the charity			
Unrestricted funds	12	967,833	855,472
Revaluation reserve	13	<u>245,143</u>	<u>245,143</u>
Total funds		<u>1,212,976</u>	<u>1,100,615</u>

The accompanying notes form part of these financial statements.

For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

The financial statements were approved by the trustees and signed on their behalf by:

Keith Field
Trustee

Date:

9/10/23

Cranleigh Baptist Church
Notes to the financial statements
For the year ended 31 March 2023

1. General information

Cranleigh Baptist Church ("the church") is a Charitable Incorporated Organisation, incorporated in England.

2. Accounting policies

2.1 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 Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) – ("Charities SORP (FRS 102)"), the Financial Reporting Standard applicable in the UK and Republic of Ireland, the Companies Act 2006 and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The church meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

As part of the conclusions reached by the SORP-making body following the publication of Bulletin 1 on 2 February 2016, the charity has opted not to produce a cash flow statement as the income threshold for mandatory disclosure has not been met in either the current or previous period.

2.2 Going concern

The Trustees are confident that the church will have sufficient funds to continue to meet its liabilities as they fall due for at least 12 months from the date of approval of the financial statements and therefore have prepared the financial statements on a going concern basis.

2.3 Income

Income from donations and legacies

All income received from donations are recognised when received. Income tax recoverable on Gift Aid donations is recognised when income is receivable. Receipt of a legacy is recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Property income

Rental income is recognised on a straight-line basis over the lease term. Where rental income is received in respect of future periods, it is recognised as deferred income.

Other income

Other income is accounted for on a receipts basis.

2.4 Expenditure

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs. All expenditure is accounted for on an accruals basis.

Cranleigh Baptist Church
Notes to the financial statements
For the year ended 31 March 2023

2.5 Tangible fixed assets

Land and building costs are capitalised and held at cost when future economic benefits are probable and the cost can be measured reliably.

The church's policy is not to capitalise furniture and equipment costs.

2.6 Debtors

Trade and other debtors are recognised when an obligation arises and at the settlement amount, net of any trade discounts. Prepayments are recognised at the amount prepaid net of any trade discounts.

2.7 Cash at bank and in hand

Cash at bank and in hand comprises cash and short-term highly liquid investments with a short maturity date in order to meet the short-term cash commitments as they fall due.

2.8 Creditors

Trade and other creditors are recognised when an obligation arises and at the settlement amount, net of any trade discounts.

2.9 Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. The interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in within property costs in Note 7.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

2.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the objectives of the church and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes.

Cranleigh Baptist Church
Notes to the financial statements
For the year ended 31 March 2023

3. Restatement of prior year comparatives and prior period adjustments

Some of the prior year comparatives have been restated to better reflect the evolving ministry categories of the church.

There were three gifts made to the church in previous years totalling £24,145, which were previously classified under Other creditors, which have now been reclassified to unrestricted funds.

A gift of £13,000 had no conditions attached to it so has been restated to General unrestricted funds in Note 11 and will be used for day-to-day ministry needs.

One legacy gift of £3,000 was donated with a wish for it to be used for evangelism, but with no binding preference. This has been restated to a Designated unrestricted fund in Note 11. The fund had reduced to £1,145 as of 1 April 2021 and 31 March 2022 and was fully utilised by 31 March 2023.

One legacy gift of £10,000 was donated with no conditions attached but the Trustees set up a Designated Fund to provide financial assistance to those experiencing financial hardship within the church. This has been restated to a Designated unrestricted fund in Note 11.

4. Income from donations and legacies

	Unrestricted funds 2023 £	Total funds 2023 £	Unrestricted funds 2022 £	Total funds 2022 £
Donations	<u>285,929</u>	<u>285,929</u>	<u>243,861</u>	<u>243,861</u>

5. Property income

	Unrestricted funds 2023 £	Total funds 2023 £	Unrestricted funds 2022 £	Total funds 2022 £
Rental income	<u>57,101</u>	<u>57,101</u>	<u>41,716</u>	<u>41,716</u>

6. Other income

	Unrestricted funds 2023 £	Total funds 2023 £	Unrestricted funds 2022 £	Total funds 2022 £
Other income	<u>1,636</u>	<u>1,636</u>	<u>1,121</u>	<u>1,121</u>

Cranleigh Baptist Church
Notes to the financial statements
For the year ended 31 March 2023

7. Analysis of expenditure on charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	Unrestricted funds 2022 £	Total funds 2022 £
Staff costs	98,494	98,494	73,094	73,094
Missionary and other giving	69,402	69,402	63,482	63,482
Property costs	36,790	36,790	48,187	48,187
Administrative expenses	22,040	22,040	22,349	22,349
Legal, professional and bank fees	5,579	5,579	7,249	7,249
Loss on disposal of fixed assets	-	-	18,241	18,241
	<u>232,305</u>	<u>232,305</u>	<u>232,602</u>	<u>232,602</u>

8. Tangible fixed assets

	Land and buildings £
Cost	
At 1 April 2022 and at 31 March 2023	<u>1,020,059</u>
Depreciation	
At 1 April 2022 and at 31 March 2023	<u>-</u>
Net book value	
At 31 March 2023	<u>1,020,059</u>
At 31 March 2022	<u>1,020,059</u>

9. Debtors

	2023 £	2022 £
Prepayments and accrued income	48,712	19,637
Other debtors	3,086	-
	<u>51,798</u>	<u>19,637</u>

10. Creditors: amounts falling due within one year

	2023 £	Restated 2022 £
Bank loan	21,642	21,058
Accruals	1,368	1,471
Deferred rental income	4,125	4,125
Other creditors *	2,000	2,000
	<u>29,135</u>	<u>28,654</u>

* Last year's Other creditors included gifts totalling £24,145 outlined in Note 3. This amount has been reclassified to Unrestricted funds in Note 12.

Cranleigh Baptist Church
Notes to the financial statements
For the year ended 31 March 2023

11. Creditors: amounts falling due after one year

	2023 £	2022 £
Bank loans	<u>6,335</u>	<u>58,465</u>

12. Statement of unrestricted funds – current year

	At 1 April 2022 £	Income £	Expenses £	At 31 March 2023 £
Designated funds				
Discretionary hardship fund	10,000	-	-	10,000
Evangelism fund	1,145	-	(1,145)	-
	<u>11,145</u>	<u>-</u>	<u>(1,145)</u>	<u>10,000</u>
General funds	<u>844,327</u>	<u>344,666</u>	<u>(222,305)</u>	<u>957,833</u>
Total unrestricted funds	<u>855,472</u>	<u>344,666</u>	<u>(232,305)</u>	<u>967,833</u>

Statement of unrestricted funds – prior year

	Restated at 1 April 2021 £	Income £	Expenses £	Restated at 31 March 2022 £
Designated funds ^				
Discretionary hardship fund	10,000	-	-	10,000
Evangelism fund	1,145	-	-	1,145
	<u>11,145</u>	<u>-</u>	<u>-</u>	<u>11,145</u>
General funds *	<u>790,231</u>	<u>286,698</u>	<u>(232,602)</u>	<u>844,327</u>
Total unrestricted funds	<u>801,376</u>	<u>286,698</u>	<u>(232,602)</u>	<u>855,472</u>

^ This includes the two restated designated funds of £10,000 and £1,145 outlined in Note 3.

* This includes the restated one-off gift of £13,000 which had no conditions attached. See Note 3 for further details.

13. Revaluation reserve fund

	2023 £	2022 £
Revaluation reserve fund - unrestricted	<u>245,143</u>	<u>245,143</u>

Cranleigh Baptist Church
Notes to the financial statements
For the year ended 31 March 2023

14. Employees

The charity employed an average of two full-time staff and one part-time staff during the year. One employee received emoluments including accommodation support and expenses which exceeded £60,000 during the current and previous year.

15. Related party transactions

There were no related party transactions in the current or previous period. None of the trustees received any remuneration, or claimed any expenses, in their capacity as trustees.

15. Independent examiner's fee

	2023	2022
	£	£
Independent examiner's fee	<u>1,368</u>	<u>1,368</u>