

MANOR COURT BAPTIST CHURCH  
NUNEATON  
Annual Reports and Accounts for the  
financial year ended  
31 March 2021  
Charity Number 1186226

K C & Co  
Incorporated Financial Accountants  
314 Walsgrave Road  
Coventry  
CV2 4BL

## **MANOR COURT BAPTIST CHURCH, NUNEATON**

### **Contents**

Legal and Administrative Information	3
Independent Examiners Report to the Trustees	4
Trustees Report	5 - 8
Statement of Financial Activities	9
Statement of Financial Position	10
Notes to the Accounts	11 - 12

## MANOR COURT BAPTIST CHURCH, NUNEATON

Charity Registration Number 1186226 (CIO)

During the year the charity changing its legal identity to become a CIO. (Charitable Incorporated Organisation). The membership approved a new constitution on 26/9/19 and the CIO, registered charity number 1186226, was registered on 8/11/19. The transfer of assets took place on 1st August 2020 so these accounts show financial activity from 1st August 2020 to 31st March 2021.

Financial Year 1st April 2020 to 31st March 2021

Custodian Trustee The Baptist Union Corporation Limited

Trustees (For both charities)	Jonathan Bugg		(Minister)
	Roger Gadsby	Reappointed 19/11/20	(Secretary)
	Terry Salter	Reappointed 19/11/20	(Treasurer)
	James Stevens	Reappointed 19/11/20	
	Roy Shooter	Reappointed 19/11/20	
	Sonja Wilson	Reappointed 19/11/20	
	Lynne Salter	Reappointed 19/11/20	
	Trina Saliba	Resigned 19/11/20	
	Pam Gadsby	Reappointed 19/11/20	
	Liz Watson	Resigned 19/11/20	
	Janet Down	Resigned 11/03/21	

Objectives As a Church, we partner with Christ to grow and equip a worshipping community, who are transformed and enabled by God to heal and build up the local community through prayer, service and witness.

Registered Address Manor Court Road  
Nuneaton CV11 5HU

Bankers	CAF Bank (Opened 22/10/19)	Yorkshire
	25 Kings Hill Avenue	Warwick House
	West Malling	Coton Road
	Kent ME19 4JQ	Nuneaton CV11 5HU

Independent Examiner KC & Co  
Coventry  
CV2 4BL

## **MANOR COURT BAPTIST CHURCH, NUNEATON**

### **Independent Examiner's Report to the Trustees for the period ended 31 March 2021**

Report to the trustees/ members of Manor Court Baptist Church Nuneaton on the accounts for the period ended 31st March 2021 set out on pages 9 to 12.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 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 independent examiner's statement**

My examination was carried out in accordance with 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in 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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

I draw the Trustees attention to the statement at note 1 on page 11 of the accounts



C. Johnson  
KC & Co  
314 Walsgrave Road  
Coventry

## **MANOR COURT BAPTIST CHURCH, NUNEATON**

### **Trustees' Report for the year ended 31 March 2021**

#### **Objects of the charity.**

The principal purpose of the Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and other parts of the world.

#### **Purpose statement**

As a Church, we partner with Christ to grow and equip a worshipping community who are transformed and enabled by God to heal and build up the local community through prayer, service and witness.

#### **Government**

The policy and operating decisions of the charity rest with the Church meeting which empowers the Trustees to monitor and manage the activities of the charity. All of the Trustees meet together each month. Each Trustee belongs to a sub group with a functional focus and these groups meet together as required.

#### **Review of Activities**

**Worship** - Due to Covid 19 Restrictions our Sunday Services have moved to one online Service in the morning using Face Book live and U tube.

**Children's work** - Due to Covid 19 Restrictions our Junior Church has not met this year.

**Youth** Due to Covid 19 Restrictions the Young Peoples Monday night group has been meeting together online, using Zoom.

**Home groups** - Due to Covid 19 Restrictions - Home groups have mainly been meeting on line with limited Face to Face meetings when these were allowed.

**Tue Fellowship** - Due to Covid 19 Restrictions this group has not met this year.

**Community** - Nuneaton Food Bank (Trussell Trust) run jointly with other churches

**Outreach** has been able to continue throughout the year by servicing clients in the doorway of the Vestibule.

- Christians Against Poverty (CAP) Nuneaton & Bedworth Debt Centre, has continue to help clients with unmanagable debts during the Covid 19 pandemic, using Food Bank, Telephone and Internet as points of contact instead of Visiting clients in their own homes.

Transforming Lives for Good(TLG)Early intervention in Junior Schools has continued when Schools have been open up until end Dec 2020.

**Prayer** - Due to Covid 19 Restrictions - Church meeting has met every fortnight on line using Zoom..

Prayer chain - an email circulation of prayer requests has continued throughout the year as necessary.

**Miscellaneous** - The monthly Court Circular has continue to be published online during the year to keep the Church informed and also providing information about our Missionary support and contact with associated missionaries.

## **MANOR COURT BAPTIST CHURCH, NUNEATON**

### **Financial Review**

The whole year has been under different levels of Covid 19 restrictions which has drastically affected our ability to hire out the building and all of our "Face to Face" ministries. This also delayed the planned transfer of assets to this new CIO from the old charitable trust. The transfer finally took place on 1st Aug 2020 and therefore these accounts are for 8 months of activity from 1st August 2020 up to 31st March 2021. The rest of the year's activity is in the Financial Statement and Trustees report for old Charitable Trust. Registered charity number 1128672 for the financial year ending 31st March 2021.

### **General Fund (Unrestricted)**

For the 8 months the Income was £60,250. From this £44,928 was spent on expenditure and following transfers were made during the year to Designated Funds: £5,948 as a Tithe, £800 to the Church Repair / Improvement Fund, £667 to the Manse Repair / Improvement Fund and £8,182 to a Future Ministry Fund. This made total transfers of £15,597. This Income less Expenses & Transfers resulted in a deficit of £275 during the period which has come off our General reserves total of £20,107 at 1st Aug 2020 being reduced to £19,832 on 31st March 2021. We praise God for this very good outcome, as our budget predicted that due to reduced income from lettings we would have a deficit of £2,000 during the period but our Offerings income rallied in March 2021 giving us this much better result of just £275 deficit.

### **Restricted Funds (Funds restricted by the Donor)**

#### **Building Development Fund**

Due to Covid-19 restrictions it has been difficult to move our - Phase 2 - Refurbishment of the Toilets project forward. So the funds have been fairly static during the year with income of £465 and the only expenditure being £2,200 being spent on a new Central Heating boiler in the kitchen. This money was from a County Council Grant obtained for this purpose. At the end of March 2021, the fund balance was £32,838.

#### **Other restricted Funds**

During the year we were given a donation of £250 for CAP ministry. This has allowed us to assist one client with their DRO fees of £90 and purchase Easter Eggs to bless our CAP clients who have children. At the end of March 2021, the fund balance was £104.

At the end of December our (TLG) Early intervention in Junior Schools came to an end and the £80 left in the ledger was spent on fees. A further £200 was donated towards the legal costs of our CIO transfer. This with the £612 in the ledger paid for our final bill of £812.

The winter night shelter was not required this year as the council provided accommodation so there is still £89 left in the ledger. During the year we continued to pay £40pm to CAP for our Fresh Start ministry. This has now come to an end so the balance of £856 at the end of the year will be used for CAP Job Club, which we are hoping to start in January 2022.

During the 8 months we received £4283 from the government in staff furlough claims to offset against our salary costs. This represented 80% of furloughed costs but we paid staff full salaries. In August we were successful in obtaining a Covid-19 Government grant of £9,450 for our community debt support work linked to Food Bank. This provided us with enough funds to keep the CAP Debt Centre open during the grant period of 6 months from 1st Sept 2020 - 28th February 2021. This made a massive difference during this Covid recovery stage.

## **MANOR COURT BAPTIST CHURCH, NUNEATON**

### **Designated Funds** (Money set aside by the Trustees for specific purposes)

During the 8 months £5,782 was donated to various charities from our tithe account. The transferred income for the year was £5,948 which left the ledger with £35 to be allocated in next years accounts. Each month the Trustees set aside £83 for Manse repair / improvement. During the 8 months the only expenditure was £64 for a Chimney Sweep. The ledger total at the end of March 2021 was £1,279. Each month the Trustees set aside £100 for Church repair / improvement. During the 8 months £413 was spent on Boiler repairs, 2 new outside pots & a towel & soap dispenser in the new disabled toilet. The ledger total at the end of March 2021 was £387.

Due to some of our General Expenditure coming back from furlough claims and the Covid-19 grant the Trustees were able to designate £8,182 towards Future Ministry. During the year £3,528 of this was spend on "Live Streaming" equipment and £490 was spent on presents to bless the staff at George Eliot Hospital. This has left £4,164 in the fund at the end of Mar 21.

### **Premises insurance**

The Church building is insured for £3,289,000. This is a rebuild cost and not the market value.

### **Reserves Policy**

The Trustees have established a policy whereby free reserves held by the charity should be equivalent to two months' salaries. This value is approximately £12,000. In Dec 2020 a Baptist Union Deposit account was opened and at the Church Meeting in March it was agreed to keep our General Reserves in this account from 1st April 2021. So £12,006.75 was transferred at the end of March 2021. This account is ideal for this purpose, because it provides instant access for our money whilst earning interest and also it makes money available for ministry loans within the Baptist Union. The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

### **Risk Statement/Assessment**

The Trustees have reviewed the risks to which a small charity operating with a small number of employees and a minister as an office holder is exposed. Appropriate procedures are in place to identify, monitor and review these risks on a regular basis.

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

During the year a sub committee was set up to consider the risks associated with the use of the building during the varies levels of government restrictions imposed due to the Covid19 pandemic. This allowed AA & Food Bank to continue to use the building and a limited Sunday congregation were able to meet using government guidelines. A protocol was also agreed to allow the hall to be safely used by up to 15 people when "full lock downs" were not in place, by the use of mitigation measures set out in the detailed Risk Assessment.

## MANOR COURT BAPTIST CHURCH, NUNEATON

**Payment to Trustees and Ministers** During the 8 months from 1st Aug to 31st Mar 2021, the Minister, Rev J Bugg received a stipend of £16,592 plus employer pension contributions to the Baptist Union scheme of £5,743, Water rates and Manse Council Tax totalling £1,696 were also paid by the Church plus £569 in expenses. During the same period, Trustee - Mr T. Salter, employed by the church as the manager of the Christians Against Poverty - Nuneaton & Bedworth debt centre received a salary of £5,912 plus expenses of £367. His wife - Mrs L. Salter is also a Trustee. During the same period, Mr A. Saliba who is married to Mrs C. Saliba, Trustee was paid £2,661. No other payments were made to trustees or any persons connected with them during this financial period. No material transactions took place between the organisation and a trustee or any person connect with them.

**Public Benefit** The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in these accounts and this Trustees' report. The trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

**Staff Numbers** The Charity employed three part-time staff plus a full time minister during the year. The full time equivalent of staff working in activities in furtherance of the Charity objectives was 2.5. No employee received emoluments in excess of £60,000 during this year. Staff are paid through the PAYE system. The church paid pension contributions for its Minister J Bugg since he was appointed and also paid deficit contributions to the Baptist Ministers' Pension Trust Limited, which is a final salary defined benefit scheme. The assets are held in separate trustee administered funds. Under the definitions set out in Financial Reporting Standard 17 "Retirement Benefits", the Baptist Ministers' Pension Trust Ltd is a multi-employer pension scheme. The church is unable to identify its share of the underlying assets and liabilities of the scheme. Accordingly, the church has accounted for its contributions as if it were a defined contributions scheme. The agreed contribution rates for future years are 22% for the church and 8% for the minister.

**Trustees' Responsibilities** Charity law requires us as Trustees to prepare financial state- ments 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. In preparing the financial statements we are required to:- Select suitable accounting policies and apply them consistently.

Make judgements and estimates that are reasonable and prudent.

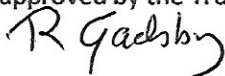
State whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.

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 statement complies with the Charities Act 1993.

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 report was approved by the Trustees on: 19 AUG 2021

And signed on their behalf by:  Dr Roger Gadsby, Church Secretary



**MANOR COURT BAPTIST CHURCH, NUNEATON**  
**Statement of Financial Activities for the year ended 31 March 2021 (8mths)**

	Note	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Endowment Funds £	8mths 2020 - 21 £	£
<b>Income to the funds</b>							
Donations		48,579				48,579	
Group Activities			999			999	
Gift Aid Tax Reclaim		10,901				10,901	
Miscellaneous Gifts		7				7	
Hire of Rooms		763				763	
Administration							
Ministry Income							
Covid 19 - Government Grant			9,450			9,450	
Staff Furlough - Claims			4,283			4,283	
		<u>60,250</u>	<u>14,732</u>			<u>74,982</u>	
<b>Expenditure from the funds</b>							
Giving				5,782		5,782	
Staff (Inc. Minister)		31,628	3,416			35,044	
Administration		1,682	210			1,892	
Utilities and Building Costs		7,821	1,058			8,879	
Ministry Costs		701				701	
CAP (Inc. Centre Manager salary)		2,937	9,049			11,986	
Worship Expenses		159				159	
General Section Expenses			3,602	4,495		8,097	
Depreciation					3,075	3,075	
		<u>44,928</u>	<u>17,335</u>	<u>10,277</u>	<u>3,075</u>	<u>75,615</u>	
<b>Summary of Funds</b>							
Transfer from Trust 31st July 2020		20,107	36,490	545	215,212	272,354	
Transfers during the year		(15,597)		15,597			
Income to the funds		60,250	14,732			74,982	
Expenditure from the funds		44,928	17,335	10,277	3,075	75,615	
Balance at 31 Mar 2021		<u>19,832</u>	<u>33,887</u>	<u>5,865</u>	<u>212,137</u>	<u>271,721</u>	

**MANOR COURT BAPTIST CHURCH, NUNEATON**  
**Statement of Financial Activities for the year ended 31 March 2021 (8mths)**

	2020 - 21	
<b>Non Current Assets</b>		
Tangible Assets (From Trust) 31th July	<u>212,137</u>	<u>          </u>
<b>Current Assets</b>		
Cash at Bank (CAF & Yorkshire Accounts)	47,114	
Cash in Baptist Union Deposit Account	12,007	
Cash in Hand	<u>463</u>	<u>          </u>
	<u>59,584</u>	<u>          </u>
<b>Creditors and Accruals</b>	<u>          </u>	<u>          </u>
<b>Net Current Assets</b>	<u>59,584</u>	<u>          </u>
<b>Total Assets less Current Liabilities</b>	<u><u>271,721</u></u>	<u><u>          </u></u>
<b>Cash Funds</b>		
Unrestricted Funds	19,832	
Restricted Funds	3 33,887	
Designated Funds	<u>4 5,865</u>	<u>          </u>
	59,584	
<b>Funds Represented by Tangible Assets</b>		
Endowment Funds	5 212,137	
	<u><u>271,721</u></u>	<u><u>          </u></u>

**MANOR COURT BAPTIST CHURCH, NUNEATON**  
**Notes to the accounts as at 31 March 2021**

**1 Basis of Accounting**

The accounts are prepared on a receipts and payments basis under the historical cost convention. This allows the congregation to see that church funds shown in the accounts are represented by cash balances.

**2 Non Current Assets**

	Fittings & Equipment £	Freehold Manse £	Total £
<i>Cost</i>			
As at 31 July 2020	30,825	230,585	261,410
Disposals			
Additions			
As at 31 March 2021	<u>30,825</u>	<u>230,585</u>	<u>261,410</u>
<i>Depreciation</i>			
As at 31 July 2020	30,825	15,373	46,198
Eliminated on Disposal			
Charges for the year (8mths)		3,075	3,075
As at 31 Mar 2021	<u>30,825</u>	<u>18,448</u>	<u>49,273</u>
<i>Net Book Value</i>			
As at 31 July 2020		<u>215,212</u>	<u>215,212</u>
As at 31 March 2021		<u>212,137</u>	<u>212,137</u>

**3 Restricted Funds**

	Building Fund £	CAP Fund £	Specific Grants/Gifts £	Cap Fresh Start £	Total £
Balance from Trust	34,573		781	1,136	36,490
Transfers during the year					
Income	465	250	14,017		14,732
Expenditure	(2,200)	(146)	(14,709)	(280)	(17,335)
Balance carried forward	<u>32,838</u>	<u>104</u>	<u>89</u>	<u>856</u>	<u>33,887</u>

**4 Designated Funds**

	Tithe Account	Church Repair	Manse Repair	Future Ministry	Total
Balance from Trust	-131		676		545
Transfers during the year	5948	800	667	8182	15597
Income					
Expenditure	(5,782)	(413)	(64)	(4,018)	(10,277)
Balance carried forward	<u>35</u>	<u>387</u>	<u>1,279</u>	<u>4,164</u>	<u>5,865</u>

**MANOR COURT BAPTIST CHURCH, NUNEATON**  
**Notes to the accounts as at 31 March 2021**

**5 Endowment Funds**

This fund represents assets and funding provided by the Baptist Union who are Custodian Trustees and entitled to the proceeds derived from the disposal of of assets historically endowed by them.

Custodian trustees also have rights over the purchase of any replacement assets

Balance at 1 January 2017		153,426
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Assets Disposed of at Net Book Value

Manse	201,880	
Accumulated depreciation to 31 July 2020	<u>(15,373)</u>	186,507

Assets Acquired

Manse	192,000	
Refurbishment Costs	<u>38,585</u>	
	230,585	
Depreciation (Straight line over 50 years)	<u>(18,448)</u>	212,137

		<u><u>212,137</u></u>
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