

Manor Court Baptist Church Nuneaton

Report and Accounts
Year ended 31 March 2023

Stewardship 
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1 Lamb's Passage, London EC1Y 8AB
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MANOR COURT BAPTIST CHURCH
LEGAL & ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2023

ADDRESS FOR CORRESPONDENCE	Manor Court Baptist Church Manor Court Road Nuneaton CV11 5HU	
GOVERNING DOCUMENT	CIO constitution dated 26 September 2019	
CHARITY REGISTRATION NUMBER	1186226	
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Jonathan Bugg - stood down 31 May 2023 Roger Gadsby - stood down 15 September 2022 Terence Salter James Stevens - stood down 15 September 2022 Roy Shooter - stood down 15 September 2022 Lynne Salter Pam Gadsby Isaac Olanipekum Nicolae Vernal Constantinescu John Gordon Sonja Lund Wilson - appointed 15 September 2022 Elizabeth Watson - appointed 15 September 2022	
CUSTODIAN TRUSTEES	The Baptist Union Corporation Limited	
NAMES OF BANKERS	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ	Virgin Money 7-11 High Street Coventry CV1 5SB
INDEPENDENT EXAMINER	Archie McDowall BA CA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB	

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MANOR COURT BAPTIST CHURCH
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

The Trustees have pleasure in submitting the Report and Accounts for the year ended 31 March 2023.

Objects of the charity

The charity, which is a church, is governed by a constitution and is constituted as a charitable incorporated organisation. The charity's principal objects, as set out in its governing document, are:

- a) The advancement of the Christian Faith in according to the principles of the Baptist denomination.
- b) The Church may also advance education and carry out other charitable purposes in the United Kingdom and other parts of the world.

Summary of the charity's main activities and achievements

To further the above objects and vision, the charity's main activities and achievements were as follows:

Worship

Sunday morning services now start at 10.30 am (Changed from 10.45am – 1/1/23). These services are available live on Face Book for those not able to attend in person. On the 3rd Sunday of the month we have Communion. Sunday evening services resumed during the year just on the 1st Sunday of the month at 6pm.

Children's work

Junior Church takes place during the morning service for Children aged from 0 – 11

Stay & Play

Little Treasures for pre school children takes place on Tuesdays & Fridays during term time.

Youth

Youth Group meets on Monday nights for Children of Secondary school age and during the August 2022 they jointed a Christian Youth Camp – Called "Limitless".

Home groups

6 Groups normally meet each week at various times, days and locations and they are responsible for the pastoral care of their members.

Tuesday Fellowship

Attracts an older age group and they meet most Tuesdays during term time. Every other month is "Food for Thought" which also includes a lunch.

Community

Nuneaton Food Bank (Trussell Trust) is run jointly with other churches in Nuneaton. The Church is one of 4 collection points. We are open on Mondays & Thursday between 10.30 am – 12 noon as a Food Bank drop in and information centre. Some Food Bank sessions are joined by other groups. "Grow Baby" (Baby resource group) & St Giles drop in for homeless teenagers.

Outreach

The Church continues to employ a CAP (Christians Against Poverty) Debt Centre Manager for 16 hours per week. She has helped a variety of clients in Nuneaton & Bedworth, during the year with unmanageable debts and has also run CAP Money Courses, which provide Budgeting Skills.

In Jan 2022 a CAP Job Club started and this has continued with courses during the year, to help members get ready for work. (One was specifically aimed at Ukrainian Refugees and therefore it was delivered with translation)

In May 2022 the Church launched a new ministry. This was a drop in centre to support Ukrainian refugees called "Encounter". Initially this was on Monday, Wednesday & Friday afternoons.

The most popular session was on Fridays when English classes were available. Now that the number of new families coming from the Ukraine has reduced the Monday & Wednesday session have now finished but the Friday language sessions have continued and these have been opened up to a broader range of refugees.

Warm Welcome – The Church linked up with lots of other organisations to provide a warm place during the Energy crisis in the Autumn 2022. This took place over a Monday lunch time and it included a free meal. As the weather got warmer during the spring this ministry came to an end as numbers dropped off.

Prayer

The Church has a prayer meeting on Thursday nights twice a month. Prayer chain - an email circulation of prayer requests has continued throughout the year as necessary.

Communication

A weekly service sheet is emailed out each week plus a 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.

Public Benefit

In planning the activities the Trustees have applied the guidance on public benefit issued by the Charity Commission.

Financial review

This financial year has shown a return to more normal levels of Income & Expenditure following on from the Covid Years, which were very different due to various levels of restrictions.

During the year the CAP Debt Centre has continued to serve clients in Nuneaton & Bedworth. This ministry costs the Church £17,000. The main costs are: The employment of a Debt Centre Manager for 16 per week and a contribution towards CAP Head Office fees to cover the cost of looking after our client case load. This was also the first full year of CAP Job Club, which was funded from a CAP grant that was obtained more than 3 years ago.

Early in the year the war started in Ukraine and a large number of Ukrainians came to Warwickshire under the "Homes for Ukraine" scheme. To help them to settle, the Church started "Drop in sessions" called "Encounter" – These have continued throughout the year with the English Language teaching session proving very popular.

During August our Youth went to a Young Peoples festival called "Limitless" for the 1st time and therefore a separate appeal fund was set up to raise money for this event.

The last few years have seen a gap in our Building Development program. Phase One, was the conversion of the sanctuary into a large community space plus the refurbishment of the halls and a complete refit of an enlarged kitchen for community use. This work was completed in 2019. Then came the Covid Years when the building has been used less, but in February 2023 the Church agreed a Budget of £497,063 for Phase Two. This work will involve completely rebuilding and extending our existing toilet facilities and replacing them with a gender-neutral washroom facility, with a mix of toilets, disabled facilities and shower rooms plus additional storage and re-roofing.

General Fund (Unrestricted)

This fund has generally kept within the budget set for the year, with the exception of a large increase in Gas & Electric costs, which more than doubled in September 2022 due to the national energy price increases.

The overall income was £96,169 and the expenditure was £86,838. After the transfer of £10,205 to the Designated Funds there was small deficit for the year of £775 which reduced the general reserves from £19,900 at the beginning of the year to £19,215 at the end of the year.

General Fund (Designated)

The Church plans to give away 10% of our General Giving plus associated Gift Aid income to charitable activities outside of the Church. This money is put into a Tithe Fund. The opening balance on this account was minus £479. During the year £8,655 was transferred in from the general fund and £8,774 was donated to various charities resulting in a minus balance of £597 at the end of the year. This fund will come back into credit during the coming year as some of our attached missionaries will no longer need support as they are moving from Christian Ministry into employments.

During the year the Trustees set aside £250 for Manse repair / improvement. This fund had £2,025 from previous years and we only spent £100 on the Gas Safety Certificate, £50 having the chimney swept and £149 on Cook Repairs. This has left a balance of £1,976 to be carried forward into the next financial year.

Each month the Trustees set aside £100 for Church repair / improvement. This fund had £47 from previous years and we only spent £151 on Ceiling Tiles for the Office during the year. Therefore there is £1,096 in the fund to be carried forward into the next financial year.

In 2,022 the Trustees set up a "Future Ministry Fund". This had an opening balance of £4,164. As planned we spent all of this money funding the "CAP Debt Centre". During the year we were very grateful for a grant of £5,000 from "The 29th May 1961 Trust Fund". This grant had no restriction and therefore the Trustees decided to put it into the Future Ministry Fund with a view to it assisting with the costs of running the CAP Debt Centre next year.

Restricted Funds

The Building Development Fund had an opening balance of £28,901 from the previous year. During the year £3,655 was spent on changing the upstairs lounge heating with HIVE controls added. £6,360 was also spent on urgent roof repairs and then £5,664 was spent on Architects & Survey fees to give us the tender values for Phase Two of our Building Development Program. It is hoped that this work will take place during 2024. At the end of March 2023, the fund balance was £13,222.

During the year we were given donations of £315 for CAP ministry. This has allowed us to assist one client with their Debt Relief Order fees of £90 and pay for the clients Christmas Meal.

In May 2022 we launched an appeal to raise funds to cover the costs of our Youth attending a Youth Camp called "Limitless" £1,789 was raised which covered the costs of the Leaders Camp Fees plus all of the Food and Treats. These costed £1,560 in total so there was £229 left in the fund ready for next year's camp in August 2023.

During the year a historic grant, which had £598 was spent on CAP Job Club running four Job Club courses during the year.

In July 2022, Anthony Collins Solicitors completed the work of linking our old charity with our new CIO so that any gifts given to the old charity would be transferred to the new one. This cost £600 which was covered by a restricted gift from a member of the Church.

From last year we had the balance of a training grant of £266. This was spent during the year on Safeguarding training updates for all of our workers involved in Childrens work and with Adults at Risk in the community. These courses took place at the Church with a trainer from the Baptist Union Safeguarding team.

Our Christmas appeal raised £273 for Baptist Missionary Society work supporting people in the Ukraine.

At the end of the year there were two restricted amounts left which had not been spent during the year. They were £1,000 towards the costs of "Bid Writing" to grant making trust to raise the fund for Phase Two of our Building Development program and £89 which was given to help fund the Winter Night Shelter. This money was not sent during the year as the Council has continued to provide accommodation for the homeless and therefore Nuneaton Churches have not run night shelter for several years.

The Church is very grateful for a total of £800 of funding from Warwickshire County Council. £200 has been given to help with the funding of "Encounter" – Our Ukrainian Drop in Centre including the costs of English Teaching materials. £600 was given to purchase a new Lap Top Computer for the CAP Debt Centre Manager. A further two grants totalling £500 were also received from Warwickshire County Council; £300 was allocated to cover the costs of "Warm Welcome" which provided a free meal on Monday lunch times for those who needed a space to come to that was warm and welcoming during the winter months and £200 for 'Encounter'. All of these grants were spent before the end of the financial year.

Reserves policy

The trustees have determined that the charity should aim to hold unrestricted cash of no less than £12,000 (which equates to about 2 months' of salaries) so that the charity could continue to operate should income and / or expenditure vary adversely. At the year end, the charity held unrestricted cash of £26,690 and the charity is complying with its reserves policy.

Governance

Responsibility for setting policy and for making operating decisions rest with the trustees who meet regularly to monitor the activities of the charity.

Risk statement

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.

Responsibilities of trustees

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

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.

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 and signed on their behalf by:

Liz Watson

Liz Watson - Church Secretary

Date: 14 September 2023

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
MANOR COURT BAPTIST CHURCH

I report to the trustees on my examination of the accounts of Manor Court Baptist Church ('the charity') for the year ended 31 March 2023 on pages 8 to 12 following.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 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 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and 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.

Archie McDowall

Archie McDowall BA CA
Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: 25 September 2023

MANOR COURT BAPTIST CHURCH
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted Funds		Restricted Funds	2023	2022
		General Funds	Designated Funds			
		£	£	£	£	£
Income receipts						
Donations		71,965	-	1,758	73,723	78,760
Gift aid receipts		14,587	-	536	15,124	15,086
Ministry		2,150	-	-	2,150	1,951
Other grants		-	5,000	800	5,800	-
Income from letting of facilities		6,506	-	-	6,506	6,736
Other		959	-	1,752	2,711	72
Government Furlough Grants		-	-	-	-	3,806
Total receipts		<u>96,169</u>	<u>5,000</u>	<u>4,846</u>	<u>106,015</u>	<u>106,411</u>
Payments						
Payments in relation to charitable activities undertaken directly	2	86,838	4,614	20,383	111,835	96,313
Grants paid in relation to charitable activities undertaken by others	3	-	8,774	393	9,167	13,342
Total payments		<u>86,838</u>	<u>13,388</u>	<u>20,776</u>	<u>121,002</u>	<u>109,655</u>
Net of receipts / (payments) before		9,330	(8,388)	(15,930)	(14,988)	(3,244)
Transfers between funds	5	(10,105)	10,105	-	-	-
Net movement in funds		<u>(775)</u>	<u>1,717</u>	<u>(15,930)</u>	<u>(14,988)</u>	<u>(3,244)</u>
Cash funds as at last year end		19,990	5,758	30,593	56,341	59,584
Cash funds at this year end	A	<u>19,215</u>	<u>7,475</u>	<u>14,663</u>	<u>41,353</u>	<u>56,340</u>

The notes on pages 10 - 12 form part of these accounts.

MANOR COURT BAPTIST CHURCH
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Funds			2023 £	2022 £
	General funds £	Designated funds £	Restricted funds £		
Notes					
A Cash funds					
Cash at bank with immediate access	6,532	7,475	14,663	28,670	43,823
Notice deposits	12,230	-	-	12,230	12,079
Petty cash	453	-	-	453	439
	<u>19,215</u>	<u>7,475</u>	<u>14,663</u>	<u>41,353</u>	<u>56,340</u>
B Other monetary assets					
Gift aid due to charity	1,960	-	-	1,960	2,155
Other debtors	-	-	-	-	-
	<u>1,960</u>	<u>-</u>	<u>-</u>	<u>1,960</u>	<u>2,155</u>
C Liabilities					
Falling due within one year					
Fee for Independent Examination	1,380	-	-	1,380	35
Total	<u>1,380</u>	<u>-</u>	<u>-</u>	<u>1,380</u>	<u>35</u>

D Assets retained for charity's own use

	Fund to which asset belongs	Current value £
Land and buildings - Church Building and Manse	Endowment	4,766,998
Contents including music and PA equipment, computers and IT equipment and furniture	General	200,680
		<u>4,967,678</u>

The trustees have used insurance values as the trustees are unable to reliably estimate current values; insurance values may differ materially from current values.

E Guarantees and secured debts

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

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

Liz Watson

Liz Watson - Church Secretary

Date: 14 September 2023

The notes on pages 10 - 12 form part of these accounts.

MANOR COURT BAPTIST CHURCH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	<u>Unrestricted Funds</u>				
	General funds	Designated funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£	£
2 Payments in relation to charitable activities undertaken directly					
Employment costs	51,957	-	-	51,957	53,216
Administration	3,103	-	-	3,103	5,268
Utilities & Building Costs	8,229	-	-	8,229	10,244
Ministry Costs	3,574	-	-	3,574	2,206
CAP Costs (including Centre Manager Salary)	12,845	4,164	-	17,009	18,327
CAP Client	-	-	431	431	-
CAP Job Club (Fresh Start)	-	-	598	598	-
Worship Expenses	723	-	-	723	740
Governance	35	-	-	35	-
Legal Costs	-	-	600	600	600
Building Costs	2,626	450	15,679	18,755	1,793
Insurance	3,722	-	-	3,722	3,685
Equipment	25	-	600	625	-
Other Costs	-	-	915	915	234
Youth Work	-	-	1,560	1,560	-
	<u>86,838</u>	<u>4,614</u>	<u>20,383</u>	<u>111,835</u>	<u>96,313</u>

3 Grants paid in relation to charitable activities undertaken by others

Grants for:					
World Vision	-	274	-	274	274
Baptist Union Home Mission	-	3,300	-	3,300	3,300
Baptist Missionary Society	-	2,800	273	3,073	2,815
YWAM	-	450	-	450	600
Ukraine Appeal	-	-	-	-	3,168
Tearfund	-	-	-	-	376
Foodbank	-	-	120	120	409
Grants to individuals	-	1,950	-	1,950	2,400
	<u>-</u>	<u>8,774</u>	<u>393</u>	<u>9,167</u>	<u>13,342</u>

MANOR COURT BAPTIST CHURCH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

4 Transactions with related parties

Jonathan Bugg served as church leader and was paid £28,463 plus pension contributions of £4,769 (2022: £28,175 and £6,202) for serving in that capacity, not for serving as a trustee; these payments are permitted by the charity's governing document.

In addition the charity incurred expenditure totalling £2,715 (2022: £2,784) in respect of the provision of accommodation (which is customary for ministers) to Jonathan Bugg, who is a trustee so that they could better perform their duties.

5 Movement of funds

	Opening balance £	Receipts £	Payments £	Transfers £	Closing balance £
General funds	19,990	96,169	(86,838)	(10,105)	19,215
Designated funds					
Tithe Fund	(479)	-	(8,774)	8,655	(598)
Church Repair Fund	47	-	(151)	1,200	1,096
Manse Repair Fund	2,026	-	(299)	250	1,977
CAP Future Ministry	4,164	5,000	(4,164)	-	5,000
	<u>5,758</u>	<u>5,000</u>	<u>(13,388)</u>	<u>10,105</u>	<u>7,475</u>
Restricted funds					
Building Fund	28,901	-	(15,679)	-	13,222
CAP Client Fund	238	315	(431)	-	122
CAP Job Club (Fresh Start)	598	-	(598)	-	-
Youth Event Limitless	-	1,789	(1,560)	-	229
Night Shelter	89	-	-	-	89
Foodbank	-	120	(120)	-	-
WCC Laptop	-	600	(600)	-	-
WCC Encounter	-	200	(200)	-	-
Legal - CIO	-	600	(600)	-	-
Outreach Event	-	449	(449)	-	-
Bid Writing	1,266	-	(266)	-	1,000
Ukraine BMS	-	273	(273)	-	-
Ukraine Appeal	(499)	499	-	-	-
	<u>30,593</u>	<u>4,846</u>	<u>(20,776)</u>	<u>-</u>	<u>14,663</u>
Total funds	<u>56,341</u>	<u>106,015</u>	<u>(121,002)</u>	<u>-</u>	<u>41,353</u>

6 The Baptist Union Pension Scheme

The charity is a participating employer the Baptist Pension Scheme ("the Scheme"), which is a separate legal entity administered by the Pension Trustee (Baptist Pension Trust Limited). The assets of the Scheme are held separately from those of the Employer and the other participating employers.

The Scheme, previously known as the Baptist Ministers' Pension Fund, started in 1925 but was closed to future accrual of defined benefits on 31 December 2011. Prior to this date the main benefit provided through the Defined Benefit (DB) Plan was a pension of one eightieth of final minimum pensionable income for each year of pensionable service together with additional pension in respect of premiums paid on Pensionable Income in excess of Minimum Pensionable Income.

From January 2012, pension provision is being made through the Defined Contribution (DC) Plan within the Scheme. In general, members pay 8% of their Pensionable Income and employers pay 6% of members' Pensionable Income into individual pension accounts, which are operated and managed on behalf of the Pension Trustee by Broadstone Corporate Benefits Ltd. In addition, the employer pays a further 4% of Pensionable Income to cover Death in Service Benefits, administration costs, and an associated insurance policy which provides income protection for Scheme members if they are unable to work due to long-term incapacity. This income protection policy has been insured by the Baptist Union of Great Britain with Aviva Limited.

The Scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. Because it is not possible to attribute the Scheme's assets and liabilities to specific employers, the scheme is accounted for as if the Scheme were a defined contribution scheme.

MANOR COURT BAPTIST CHURCH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

Actuarial valuation as at 31 December 2019

A formal valuation of the DB Plan as at 31 December 2019 was carried out by a professionally qualified Actuary using the Projected Unit Method. At the valuation date the market value of the DB Plan assets was £298 million, whilst the level of assets needed to pay benefits was £316m, giving a deficit of £18m (equivalent to a past service funding level of 94%). The charity and the other participating employers in the DB Plan are collectively responsible for funding this deficit.

The next actuarial valuation of the DB Plan within the Scheme will commence in 2023 to reflect the position as at 31 December 2022.

Recovery plan

In addition to the contributions to the DC Plan set out above, where a valuation of the DB Plan reveals a deficit the Trustee and the Council agree to a rate of deficiency contributions from churches and other employers involved in the DB Plan. Following the 2019 valuation a Recovery Plan was signed in September 2020 under which deficiency contributions are payable until June 2026. These contributions were broadly based on each employer's membership at 31 December 2014 and increase annually in line with increases to Minimum Pensionable Income as defined in the Rules.

On 30th June 2022 the Baptist Pension Scheme signed an agreement with the insurance company Just Group ("Just") to secure DB Plan members' pension benefits. Just are now providing financial backing for all pensions provided through the Scheme's DB Plan and following this transaction, the Scheme no longer has a shortfall. An updated Recovery plan was then signed in August 2022 under which recovery contributions from each participating employer in the DB Plan reduced to £1 per month from August 2022.

Payments made in the year

	2023	2022
	£	£
Employer's contributions to Defined Contribution Plan	3,511	3,446
Employer's deficiency contributions to Defined Benefit Plan	1,258	3,709
	<u>4,769</u>	<u>7,155</u>

Basis for determining the DB plan pension liability

Following the agreement reached with Just during the year (see above), the pension liability at the year end is now considered to be negligible.