

# NEW CITY CHURCH MILTON KEYNES

Trustees' Annual Report

and Financial Statements

For the year ended 31st March 2023

Registered Address: 1 Ripley Road, Broughton, Milton Keynes, MK10 7BE

Registered Charity Number: 1187160

## **AIM AND PURPOSES**

The main purpose of New City Church Milton Keynes is the advancement of the Christian faith primarily but not exclusively within Milton Keynes and the surrounding neighbourhood; and such other charitable purposes as shall, in the opinion of the charity trustees, further the work of the church.

## **BACKGROUND**

New City Church Milton Keynes began as an unincorporated charity in 2003 under the name Britten Grove Baptist Church. To reflect a change in location and purpose the name of the church was changed to New City Church Milton Keynes in 2013. New City Church Milton Keynes is affiliated to the Fellowship of Independent Evangelical Churches (FIEC) (Registered Charity Number 263354).

In the year 2018-2019 the church decided that it was in its best interest to convert to a Charitable Incorporated Organisation (CIO) in December 2019. A new charity was duly established with the Charity Commission in December 2019 and all the assets of the previous charity were transferred to the new CIO with effect from 30 March 2020.

The church is an independent church that welcomes people from all denominational backgrounds and none. Membership of the church is on the basis of adherence to core gospel beliefs as set out in the Statement of Faith contained in the Church Constitution signed on 1 December 2019. The members of the church come from a variety of church backgrounds and none.

The church is led by a team of pastors and elders who are equal in status. In accordance with the Constitution (clause 12.4) the pastors and elders are also Trustees. The elders make decisions collectively, whilst certain matters as set out in the Church Handbook are decided by the church members during business meetings held. The elders as at 31 March 2023 were Richard Wardman (Chair), Gavin Naylor, Stephen Riisnaes, Mark Sewall and Paul Sherwood.

## **PUBLIC BENEFIT**

When planning our activities for the year 2022-23, the elders considered the Commission's guidance on public benefit and in particular the specific guidance on charities for the advancement of religion. In particular we endeavoured to enable ordinary people to live out their Christian faith as part of our church community through:

- worship and prayer; learning about the gospel; and developing their knowledge and faith in the Lord Jesus;
- the provision of pastoral care for people living in the local community and attending the church; and
- missionary and outreach work.

## **CURRENT ACTIVITIES OF NEW CITY CHURCH MILTON KEYNES**

### **Sunday Meetings**

During the year our weekly Sunday morning services were held at Monkston Primary School, which we hired for the purpose. Sermons were recorded and uploaded to YouTube.

We introduced a weekly, in-person Sunday evening meeting at Monkston Primary School. These included singing, sermons, discussion and corporate prayer.

All these meetings were open to the general public, whom we invited regularly by means of social media and other advertisements. The aim of the activities was to strengthen the Christian faith of those who were already Christians, and to promote, teach and live out the Christian faith for those who wished to know more. All of these activities were provided free of charge. The church also continued to support the promotion of the Christian faith throughout the UK and in other countries.

### **New City Kids (Sunday School)**

Our weekly Sunday School groups (known as New City Kids) continued to take place during the Sunday morning meetings for children aged 4-11. There was also a creche for children aged 0-3. These groups, which are run by a team of volunteers, were open to all families attending the meetings and operated under the church's Safeguarding Policy.

### **New City Youth (Youth Group)**

Our youth group met every two weeks at Monkston Primary School during the Sunday evening meeting. These were run in accordance with the church's Safeguarding Policy by a team of volunteers.

### **Playtime and Dadtime**

The church ran a weekly parent and toddler group known as Playtime. The group provided toys, crafts, songs and Bible stories for the many local families that attended. The church hired Kents Hill Community Centre for this purpose. Similarly, Dadtime was a monthly group aimed at pre-school children and their male carers.

### **Safeguarding**

All those working with children and young people are required to apply for a Disclosure Statement through the Disclosure and Barring Service (DBS). The church requires these statements to be renewed every three years and these are verified by our Safeguarding Officer or Deputy Safeguarding Officer. Everyone working with children and young people is also required to undergo Safeguarding Training every three years to ensure up to date compliance and awareness.

The Church also received advice and training from Christian Safeguarding Services.

### **Home Groups**

Weekly Home Group meetings continued to provide the focus for basic pastoral care

and discipleship. Over the year these groups met on Tuesday evenings in members' homes, with some groups also offering the chance to join online to those unable to attend in person.

### **Women's Bible Study**

A weekly meeting for women ran during the year in members' homes. This is run by a team of volunteers and is open to all women in the church and community.

### **Pastoral Care**

The Church offers and provides help and support for anyone who may encounter difficulty in their life. Such support may come from one of the Pastors or Elders, but everyone in the church is encouraged to show compassion and care to others. Anyone connected with the church continued to be able to request contact from a Pastor or Elder.

### **Care Fund**

The Church has a Care Fund in order to provide financial support for members of the church or those known to the church. Church members are encouraged to donate specifically for this purpose and several people have been helped as a result. The fund is used at the discretion of the elders who collectively decide when financial support would be appropriate.

### **Mission and evangelism**

In addition to ensuring that our Sunday services were accessible to people who would not normally engage with the church, other evangelistic events were organised during the year, including Easter and Christmas services, Christmas Carol Singing, a Quiz Night and courses aimed at introducing people to the Christian faith.

## **FULL-TIME WORKERS**

The church continues to support two full-time workers in the role of Pastor. These are supported by means of funds raised by the members of the church via regular and one-off donations.

## **FINANCIAL REVIEW**

### **Receipts and Payments**

Total receipts on unrestricted funds were £123,053. This came mainly from regular donations provided through standing orders and cash offerings. There were also restricted funds of £4,679. This gave a total of £127,732 funds received.

£108,967 was spent on stipendiary costs in support of two full-time pastors, including the rent of two houses for the use of the pastors and their families. A total of £10,014 was spent on the hiring of venues for Sunday meetings and other meetings, such as Playtime and Dadtime.

New City Church Milton Keynes  
Trustees' Annual Report and Financial Statement  
for the year ended 31 March 2023

Other expenses totalled £30,745, including £10,433 in donations to the FIEC; to full-time gospel workers in Japan (Overseas Mission Fellowship), Greece (UFM Worldwide) and Kenya (Africa Inland Mission); to a church planting network in Scotland (20Schemes); to student Christian Union events at Newcastle University; and a partnership of local churches (Four Counties Gospel Partnership).

The total unrestricted payments for the year were £140,564. The total restricted payments for the year were £9,162.

The net result was a deficit of unrestricted receipts over unrestricted payments of £17,511, and a deficit of restricted receipts over restricted payments of £4,483. This is line with our plan to run down reserves in support of a second full-time worker.

### **Reserves Policy**

The total cash fund balance as of 31 March 2023 was £169,307 of unrestricted funds, and £427 of restricted funds.

The unrestricted funds were made up of the General Fund of £134,601 and the following designated funds: an External Causes fund of £944; an Equipment Fund of £1,262; and a Contingency Fund of £32,500.

It is the policy of the church to maintain a balance on unrestricted funds, where possible, which equates to at least three months unrestricted payments.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The method of appointing church members is set out in the Church Handbook. The elders are appointed by the members of the church in accordance with the policies and procedures set out in the Handbook.

The elders meet once a fortnight. They are responsible for making decisions on all matters of general concern and importance to the church, and these are presented to the church during regular general meetings.

## **ADMINISTRATIVE INFORMATION**

Registered Charity Number: 1187160

Correspondence address: 1 Ripley Road, Broughton, Milton Keynes, MK10 7BE

Phone: 07977 986358

Email: [info@newcitychurch.co.uk](mailto:info@newcitychurch.co.uk)

Website: [www.newcitychurch.co.uk](http://www.newcitychurch.co.uk)

Trustees of the charity as at 31 March 2023 were:

Gavin Naylor  
Stephen Riisnaes  
Mark Sewall  
Paul Sherwood  
Richard Wardman (Chair)

### **Declaration**

The trustees declare that they have approved the trustee's report above.

Signed on behalf of the charity's trustees

Signature: 

Full Name: Richard Wardman

Date: 28/09/2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>NEW CITY CHURCH MILTON KEYNES</b>	No (if any) <b>1187160</b>
--	-------------------------------

## Receipts and payments accounts

CC16a

For the period from	01/04/2022	To	31/03/2023
------------------------	------------	----	------------

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations & legacies	122,849	4,679	-	127,528	101,312
Investments (bank interest)	184	-	-	184	-
Other	20	-	-	20	693
<b>Sub total (Gross income for AR)</b>	<b>123,053</b>	<b>4,679</b>	<b>-</b>	<b>127,732</b>	<b>102,005</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>123,053</b>	<b>4,679</b>	<b>-</b>	<b>127,732</b>	<b>102,005</b>
<b>A3 Payments</b>					
Administration (incl. IT and regulatory)	3,688			3,688	3,173
Care Fund		1,409		1,409	1,425
Catering and Hospitality	375			375	219
Comms	940			940	-
Equipment and consumables	2,811			2,811	1,729
External causes and mission partners	10,433	4,599		15,031	8,266
Learning and development	2,008	733		2,742	697
Ministries	488	2,421		2,909	2,711
Outreach and Events	840			840	770
Staffing (incl. stipends, pensions and manse)	108,967			108,967	98,575
Venue hire	10,014			10,014	8,604
<b>Sub total</b>	<b>140,564</b>	<b>9,162</b>	<b>-</b>	<b>149,726</b>	<b>126,169</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>140,564</b>	<b>9,162</b>	<b>-</b>	<b>149,726</b>	<b>126,169</b>
<b>Net of receipts/(payments)</b>	<b>- 17,511</b>	<b>- 4,483</b>	<b>-</b>	<b>- 21,994</b>	<b>- 24,164</b>
<b>A5 Transfers between funds</b>	<b>- 4,222</b>	<b>4,222</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>191,040</b>	<b>688</b>	<b>-</b>	<b>191,728</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>169,307</b>	<b>427</b>	<b>-</b>	<b>169,734</b>	<b>191,728</b>

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	General (unrestricted)	134,601	-	-
	Care fund (restricted)	-	338	-
	Contingency fund (designated)	32,500	-	-
	Equipment fund (designated)	1,262	-	-
	External causes and mission (designated)	944		-
	External causes and mission (restricted)		89	-
	Books and resources (restricted)	-	-	-
	Ministries (restricted)	-	-	-
	<b>Total cash funds</b>	<b>169,307</b>	<b>427</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK
<b>B2 Other monetary assets</b>	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Cancellation period for Monkston Primary venue hire (one school term as per hire agreement)	General	2,113	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval



# **Independent examiner's report on the accounts**

Report to the Trustees of New City Church Milton Keynes on accounts for the year ended 31<sup>st</sup> March 2023.

## **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 Statement**

In connection with my examination, no matter has come to my attention examiner's statement

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 Acthave 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.

Signed:

Date

Name:

Address

Income totalling £127,732 - £123,053 to unrestricted funds and £4,679 to restricted funds.

Barclays (200574 10369306) and CAF (405240 00033623) bank statements viewed to evidence income. Largely from standing orders of individual givers.

This represents a year on year increase of £25,727 (25.2%).

#### Section A3 – Payments

Expenditure totalling £149,726 - £140,564 from unrestricted funds and £9,162 from restricted funds.

This represents a year on year increase of £23,557 (18.7%).

#### Section B1 – Cash Funds

Total assets at year-end were £169,734.

No other fixed or current assets detailed on financial statements, all of the assets of the church are cash in the bank.

Barclays bank statement evidences a balance as at 31/03/23 of £51,494.91 and CAF bank statement evidences a balance as at 31/3/23 of £117,333.52. A cash total of £168828.43 with the balance of £905.60 held in the Stripe account.

Following the recommendation two years ago, a second bank account was opened. Care should be taken to ensure that, as much as possible, the balances stay within the FSCS limit, currently £85,000.

## Appendix 2 - Copies of Accounts

Set out using the Charity Commission's recommended template

Charity Name NEW CITY CHURCH MILTON KEYNES		No (if any) 1187160		CC16a
Receipts and payments accounts				
For the period from	4/1/2022	To	3/31/2023	



	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations & legacies	122,849	4,679	-	127,528	101,312
Investments (bank interest)	184	-	-	184	-
Other	20	-	-	20	693
<b>Sub total (Gross income for AR)</b>	<b>123,053</b>	<b>4,679</b>	<b>-</b>	<b>127,732</b>	<b>102,005</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>123,053</b>	<b>4,679</b>	<b>-</b>	<b>127,732</b>	<b>102,005</b>
<b>A3 Payments</b>					
Administration (incl. IT and regulatory)	3,688			3,688	3,173

Care Fund		1,409		1,409	1,425
Catering and Hospitality	375			375	219
Comms	940			940	-
Equipment and consumables	2,811			2,811	1,729
External causes and mission partners	10,433	4,599		15,031	8,266
Learning and development	2,008	733		2,742	697
Ministries	488	2,421		2,909	2,711
Outreach and Events	840			840	770
Staffing (incl. stipends, pensions and manse)	108,967			108,967	98,575
Venue hire	10,014			10,014	8,604
<b>Sub total</b>	140,564	9,162	-	149,726	126,169

<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

<b>Total payments</b>	140,564	9,162	-	149,726	126,169
-----------------------	---------	-------	---	---------	---------

<b>Net of receipts/(payments)</b>	-17,511	-4,483	-	-21,994	-24,164
<b>A5 Transfers between funds</b>	-4,222	4,222	-	-	-

A6 Cash funds last year end	191,040	688	-	191,728	
Cash funds this year end	169,307	427	-	169,734	191,728

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	General (unrestricted)	134,601	-	-
	Care fund (restricted)	-	338	-
	Contingency fund (designated)	32,500	-	-
	Equipment fund (designated)	1,262	-	-
	External causes and mission (designated)	944		-
	External causes and mission (restricted)		89	-
	Books and resources (restricted)	-	-	-
	Ministries (restricted)	-	-	-
	<b>Total cash funds</b>	<b>169,307</b>	<b>427</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)

**B3 Investment assets**

		-	-
		-	-
		-	-

**B4 Assets retained for the charity’s own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Cancellation period for Monkston Primary venue hire (one school term as per hire agreement)	General	2,113	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

### **Appendix 3**

Financial records are recorded using Expenseplus software, entries are uploaded from bank statements and allocated to the correct funds and categories.

PDF copies of those payments made in respect of the charities activities as well as scanned copies of hand written counts and reconciliations of cash collections were evidenced as well as copies of payslips for two employees.

Gift aid declarations were not viewed, it should be noted that these must be retained. It is good practice to ensure that these are kept up to date with old or deceased donors records being stored separately and then destroyed after a period of time.

Again this year the Charity Commission template has been completed, the accounts include details of designated, restricted, unrestricted and endowment funds, giving the opening balance, movement throughout the year and the closing balance.

### **Appendix 4**

The church meets in rented premises at Monkston Primary School, there is a one month rolling contract in place. The premises are rented for £150 per week so the maximum liability at any one time is £600, there are more than sufficient cash reserves available to meet that liability.

The church employ two full time pastors and rent individual properties in the local area for each of them at a cost of £1,500 and £1,395. An annual lease is signed and so the maximum liability is £34,740 ( $£1,500 + £1,395 \times 12$ ), again there are sufficient reserves to cover this liability.



## **Appendix 5**

### Income

Barclays BACS payment £30.00 from 'Stanley Marks dated 25th April. Included in Expenseplus as Regular Donation.

CAF BACS credit £285.00 from 'J S Harrison' dated 29th June. Included in Expenseplus as Regular Donation.

CAF BACS payment £125.21 from 'NCCMK-JKGYF43G9ZAZ GC C' dated 3rd August. Included in Expenseplus as 'Transfer from Go Cardless'.

CAF BACS payment £195.92 from 'Stripe Payments UK' dated 28th Nov. Included in Expenseplus as 'Transfer from Stripe'.

Barclays Giro Credit £19.53 from 'Printer Cartridge 'dated 14th Oct. Included in Expenseplus as 'Other Income'

CAF BACS payment £500.00 from 'T R Brewer' dated 1st Feb. Included in Expenseplus as Regular Donation.

### Expenditure

Online Transfer to 'Monkston Primary School' £600.00 dated 31st May. Included in Expenseplus as 'Primary Venue Hire'.

Standing Order to 'Anglo American Letting' £1,650.00 dated 3rd Aug. Included in Expenseplus as 'Staffing: Manse'

Faster Payment to 'Stephen Riisnaes' £9.85 dated 29th Sep. Included in Expenseplus as 'Ministries: Crèche'.

Online Transfer to 'Queeny Iroanya' £500.00 dated 28th Nov. Included in Expenseplus as 'Care Fund Outgoings'

POS to 'thomann.de' £175.00 dated 30th Jan. Included in Expenseplus as 'AV Equipment Fund'.

POS to 'Slavic Gospel Assoc' £4,325.00 dated 28th Mar. Included in Expenseplus as 'One off Donations & Appeals.