

NEWMARKET COMMUNITY CHURCH

Financial Statements – Year ended 31 March 2021



NEWMARKET COMMUNITY CHURCH

*Connecting people with God
within authentic community
where all are welcome.*

Newmarket Community Church
Annual Account and Report
For the year ended 31 March 2021

Legal and administrative information

Trustees	Mr D R Staff Mrs L Grimster Mrs H Parker (resigned 7 th December 2020) Mr J Moore Mr P Belzar
Registered Charity Number	289579
Correspondence address	Unit 11 Studlands Park Avenue Newmarket Suffolk CB8 7AU
Independent Examiner	Mr H Watson The MHH Partnership Ltd Elstree House, Watson's Yard, High Street Cottenham, Cambs CB24 8RX
Bankers	Lloyds Bank Mildenhall Suffolk
Solicitors	Bendall and Sons Solicitors Aston House Mill Street Mildenhall IP28 7DW
Church and Office	Unit 11 Studlands Park Avenue Newmarket Suffolk CB8 7AU

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The Trustees of Newmarket Community Church (NCC) present their Report and Accounts for the year ended 31 March 2021.

Organisation and Status

The Trustees during the period were:

Mrs L Grimster

Mr J Moore

Mr D R Staff

Mrs H Parker (resigned 7th December 2020)

Mr P Belzar

Structure, Governance and Management

The Charity was established by a Trust Deed on 10 May 1984 and is registered with the Charity Commission No. 289579. This Deed was updated by a Deed of Variation on the 8 December 1993 to change the name of the charity to NCC (from Newmarket Christian Life Fellowship). The Deed was substantially amended again on the 12 April 2009 and this change was approved by the Charity Commission on 18 May 2009. The Trust Deed now sets out the arrangements for appointing both Leaders and Trustees of NCC. NCC operates from the church centre and office at Unit 11 Studlands Park Avenue, Newmarket, Suffolk, CB8 8AU.

NCC employs a part-time office administrator and a part-time finance administrator for day to day book keeping (who also volunteers as the Treasurer). Budget monitoring reports are presented at each meeting of the Trustees and the Treasurer prepares the Annual Accounts.

During the year Mr D Staff has continued in the role of Chair. Mrs L Grimster has taken on the Treasurer's role from Mrs H Parker following her resignation in December 2020.

Objectives and Activities

The original Objects of NCC (formerly Newmarket Christian Life Fellowship) remain unchanged and are the advancement of the Christian faith and the relief of poverty. The Church is part of the Plumblin Ministries / Ignite network of churches, Churches Together in Newmarket and District and is a member of the Evangelical Alliance.

NCC opens its meetings and makes its facilities available to all sectors of the community. The building is normally in regular use by several community groups (e.g. Alcoholics Anonymous) and other Christian organisations. Following the outbreak of COVID, we have followed government guidance which meant our building has had to remain closed to all meetings since 20th March 2020. Once we are confident it is safe to reopen our building, we will move our main Sunday worship service back to Unit 11 and no longer use the premises in town. From time to time we will also host area meetings for organisations such as Plumblin Ministries / Ignite and Youth for Christ.

We continue to have excellent relationships with our community neighbours on Studlands Park working with the Residents Association and Studlands Christian Fellowship.

The Church gave away 13.3% (13.8% in 2019/20) of its general offerings income (including Gift Aid recovered) to support mission in Vietnam and in the UK. It also supports other local Christian groups e.g. working locally in schools.

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Achievements and Performance

The new initiatives started in 2018 have continued to develop. The Make Lunch project is now well established and we had seen increasing numbers of families benefiting from the hot meals provided during the school holidays up to February 2020 half-term. Towards the end of March the Covid-19 situation meant that the provision of physical meals was not possible. This team adapted and worked with other churches in Newmarket to provide weekly food parcels to over 186 different local families in need throughout the various lockdowns (for 33 weeks) when schools were closed. The Parent and Toddler group launched last year was warmly welcomed by many parents but sadly had to be put on hold, due to Covid-19, this will re-start as soon as guidelines allow.

The normal activities of church moved to online services and meetings since 20th March 2020. When we return to regular Sunday meetings later this year, these will be being held at Unit 11. Midweek groups and any Church meetings are all held via Zoom as these are unable to be held in homes or at Unit 11 at this time.

Numbers have remained stable, during the year we have regular online attendees. Regular giving was slightly higher than last year and better than budgeted at the start of the year. The trustees monitor the budget closely throughout the year, making adjustments as necessary.

The leaders and trustees have worked closely together during the lead up to the Pastor's retirement. When Tony retired in November 2020 Clare Reed (former Assistant Pastor) took on the role. Clare has a clear vision for the church and working with the local community.

Financial Review

The Trustees approved a budget for 2020/21 of £1,409 surplus. The final position was a surplus of £36,957 (including Covid-19 grant of £25,000). This was achieved as a result of higher than expected giving and a tight control of spending. Our Make Lunch income was higher than expenses during the year, due to generous donations received. This balance (£2982) is held within the restricted Make Lunch fund to be used for Make Lunch expenses expected next year. The Covid19 grant money will be needed to do essential maintenance of our building, to make it more accessible for various community groups to use once again.

Most regular giving is received by standing order and around 90% of giving was Gift Aided. The Trustees closely monitor the budget at each meeting.

The Lease was renewed in July 2018 (effective September 2017) and runs to September 2022. The landlord pays the annual buildings insurance premium of £400 pa. If the lease was terminated NCC would have to negotiate a compensation payment to the Landlord to cover the costs of putting the building back to the condition it was in at the time the original leased was signed.

Reserves

NCC has a policy of retaining two months running costs as a minimum reserve (£12,000). NCC has total reserves of just over £70,000 (see the Balance Sheet)

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Future Plans

The Covid-19 situation impacted church activities and the budget throughout 2020/21. During the lockdown we have been unable to rent out Unit 11 to external groups. All services and church events are being streamed and held online. The leaders and trustees continue to monitor the evolving situation closely and will make any decisions on resuming physical meetings in conjunction with Government guidelines and the ability to ensure safe social distancing.

Statement of Trustees' Responsibilities

Law applicable to charities in England & Wales requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the financial year. In preparing those financial statements which give a true and fair view, the Board of Trustees follows best practice and:

- Selects suitable accounting policies and then applies them consistently;
- Makes judgments and estimates that are reasonable and prudent;
- States whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- Prepares the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to prepare financial statements which comply with the requirements of applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Signed on behalf of the Trustees,



Linda Grimster - Treasurer

Report of the Independent Examiner, to the Trustees on the accounts of the Charity for the year ended 31 March 2021

I report on the financial statements of the Charity for the year ended 31 March 2021 on pages 8 to 14.

Respective responsibilities of trustees and examiner

As described on page 4, the Charity's trustees are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(2) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for independent examination, it is my responsibility to:-

- a) examine the accounts under section 145 of the Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and;
- c) to state whether particular matters have come to my attention.

Basis of opinion and scope of work undertaken

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

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Independent Examiner's Statement, report and opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that this is a report in respect of an examination carried out under section 145 of the Act and in accordance with any directions given by the Commission under subsection (5)(b) of that section which are applicable;

and that, no matter has come to my attention in connection with my examination which gives me reasonable cause to believe that in any material respect the requirements

- (i) to keep accounting records in accordance with section 130 of the Act;
- (ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act and;
- (iii) that the financial statements be prepared in accordance with the methods and principles set out in the Statement of Recommended Practice - Accounting and Reporting by Charities

have not been met; or

to which, in my opinion, attention should be drawn in my report in order to enable a proper understanding of the accounts to be reached;



Mr Hayden Watson, ACCA
The MHH Partnership
Elstree House, Watson's Yard
High Street
Cottenham
Cambridgeshire
CB24 8RX

The Date upon which my opinion is expressed is 9 September 2021.

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Statement of Financial Activities for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	Total funds £	Prior year total funds £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	62,805.00	8,632.50	71,437.50	67,365.75
Investment income		12.15		12.15	9.94
Incoming resources from charitable activities	3	-	5,319.75	5,319.75	8,225.00
Other incoming resources		25,050.00		25,050.00	-
Total incoming resources		87,867.15	13,952.25	101,819.40	75,600.69
Resources used					
Charitable activities					
Grants Payable	4	8,440.00	6,375.00	14,815.00	14,502.50
Sunday Services and Other Activities	5	28,708.40	5,437.32	34,145.72	38,377.86
Support Costs	6	14,685.45	-	14,685.45	14,846.13
Governance costs	7	1,216.00	-	1,216.00	1,481.00
Total resources used		53,049.85	11,812.32	64,862.17	69,207.49
Net incoming / outgoing resources before transfer		34,817.30	2,139.93	36,957.23	6,393.20
Transfers					
Gross transfers between funds - in				-	-
Gross transfers between funds - out				-	-
Net incoming / outgoing before other gains / losses		34,817.30	2,139.93	36,957.23	6,393.20
Other recognised gains / losses					
Gains / losses on investment assets					-
Gains on revaluation, fixed assets, charity's own use					-
Net movement in funds		34,817.30	2,139.93	36,957.23	6,393.20
Reconciliation of funds					
Total funds brought forward		31,383.27	2,066.32	33,449.59	27,056.39
Total funds carried forward		66,200.57	4,206.25	70,406.82	33,449.59

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Balance sheet as at 31 March 2021

		at 31 March 2021	at 31 March 2020
	Notes		
Fixed assets			
Tangible assets	9	<u>2,906.18</u>	<u>1,315.30</u>
Current assets			
Debtors	10	1,306.75	1,015.08
Cash at bank and in hand		<u>67,448.74</u>	<u>32,451.96</u>
		68,755.49	33,467.04
Liabilities			
Creditors: Amounts falling due in one year	11	<u>1,254.85</u>	<u>1,332.75</u>
Net current assets less current liabilities		<u>67,500.64</u>	<u>32,134.29</u>
Total assets	12	<u><u>70,406.82</u></u>	<u><u>33,449.59</u></u>
Represented by			
Unrestricted - General fund	13	66,200.57	31,383.27
Restricted Funds	13	<u>4,206.25</u>	<u>2,066.32</u>
Funds of the church		<u><u>70,406.82</u></u>	<u><u>33,449.59</u></u>

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Notes to the accounts for the year ended 31 March 2021

1. Accounting policies

Accounts Preparation

The financial statements have been prepared in accordance with all applicable accounting standards, as modified by the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales, effective April 2005. The accounts have been drawn up in accordance with the provisions of the Charities Act. The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

The financial statements are prepared on a going concern basis, under the historical cost convention.

Incoming Resources

Income from donations and gifts is recognised when received. Income Tax Recoverable on Gift Aid donations is recognised when the income to which it relates is recognised. All other income is accounted for on a receivable basis.

Investment Income

Bank Interest is included in the accounts on the basis of when it is received.

Charitable Expenditure

The expenses of the Charity are accounted for on an accruals basis, and provision is made in the financial statements for all known liabilities existing at the balance sheet date. Grants and donations are accounted for when paid over, or when awarded, if that creates a binding obligation on the Trustees.

Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided on building improvements and equipment held by the charity at the following rates based on the estimated useful life of the fixed assets:-

Computer equipment
PA and Other equipment Leasehold premises

3 years (straight line basis) 5 years (straight line basis) 5 years (straight line basis)

A part year's depreciation is charged in the year of purchase and none in the year of disposal. The Trustees policy is not to capitalise any equipment purchase costing less than £200.

Taxation

No provision has been made in the accounts for taxation as no income has been received or gains made other than those exempted from tax for charities under section 505 of the Taxes Act 1988.

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Funds

Different categories of fund have been recognised in these accounts. Unrestricted funds are those that are available for expenditure at the discretion of the Trustees for any of the objects of the Charity. Restricted funds are those where the donor has placed specific restrictions on the use of the funds donated.

Reserves

The Trustees regularly review the level of reserves to ensure that sufficient funds are held to meet its regular and contractual commitments and those arising from other obligations. Having regard to the above, their policy is to maintain free reserves of £12,000, being approximately 2 months outgoings.

2. Incoming Resources from Generated Funds

	2020/21		2019/20	
	£	£	£	£
Voluntary Income				
Unrestricted Funds				
Tithes and Offerings	51,352.00		49,710.77	
Income Tax recovered	11,453.00		11,359.98	
Other Funds generated	-		-	
		62,805.00		61,070.75
Restricted Funds				
Tithes and Offerings	-		-	
One-off Giving	-		186.00	
Partners in Mission Gifts	5,140.00		4,850.00	
Make Lunch Donations	1,880.00		-	
Income Tax recovered on Partners in Mission Gifts	1,235.00		1,212.50	
Income Tax recovered on other Restricted Gifts	377.50		46.50	
		8,632.50		6,295.00
Total		<u>71,437.50</u>		<u>67,365.75</u>

3. Incoming Resources from Charitable Activities

	2020/21		2019/20	
	£	£	£	£
Unrestricted Funds				
Hall/room Lettings	-		7,019.00	
Make Lunch Income	-		450.00	
		-		7,469.00
Restricted Funds				
Make Lunch	5,319.75		756.00	
		5,319.75		756.00
		<u>5,319.75</u>		<u>8,225.00</u>

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4. Charitable Activities

	2020/21		2019/20	
	£	£	£	£
Grants Payable				
Unrestricted Funds				
Mission Partners	3,000.00		3,000.00	
Plumblin	4,440.00		4,440.00	
Youth for Christ	1,000.00		1,000.00	
Hardship Support				
		8,440.00		8,440.00
Restricted Funds				
Partners in Mission	6,375.00		6,062.50	
Hardship	-		-	
		6,375.00		6,062.50
Total		14,815.00		14,502.50

5. Sunday Services and Other Activities

	2020/21		2019/20	
	£	£	£	£
	Unrestricted	Restricted	Total	
Sunday Services and Other Activities				
Pastor's Salary, Employer's NI and Pension - see Note 1	19,217.48		19,217.48	18,594.96
Travel and Conference fees	-		-	332.07
Visiting Speaker Gifts	65.00		65.00	200.00
Rent of Unit 11 and other Hire charges	8,361.75		8,361.75	14,794.00
Premises - water, light and heat, rates.	1,022.17		1,022.17	3,219.98
Teaching/Craft materials	42.00		42.00	284.01
Refreshments/Catering	-		-	390.86
Make Lunch	-	5,437.32	5,437.32	561.98
Total	28,708.40	5,437.32	34,145.72	38,377.86

6. Charitable Activities

	2020/21		2019/20	
	£	£	£	£
	Unrestricted	Restricted	Total	
Support Costs				
Administrators Salary - see Note 8	7,211.00		7,211.00	6,864.00
Training Course Fees	-		-	100.00
Insurance	886.61		886.61	857.96
Building Maintenance	1,494.62		1,494.62	1,464.82
Furniture and Equipment	153.94		153.94	324.66
Telephone incl Broadband costs	343.99		343.99	362.01
IT Costs	259.00		259.00	150.00
Photocopier Costs	1,062.50		1,062.50	873.08
Cleaning Materials	271.10		271.10	247.63
Postage and Stationery	105.38		105.38	90.29
Publicity and Outreach Costs	402.08		402.08	250.00
Subscriptions	364.00		364.00	506.80
Licences	1,035.99		1,035.99	1,114.38
Other Running Expenses	126.54		126.54	232.80
Bank Charges	80.01		80.01	90.40
Payroll Services	100.80		100.80	78.96
Depreciation - Equipment	245.96		245.96	806.34
Depreciation - Leasehold Property	432.00		432.00	432.00
Depreciation - Computer	109.93		109.93	-
Total	14,685.45	-	14,685.45	14,846.13

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7. Governance Costs

	2020/21		2019/20
	£	£	£
	Unrestricted	Restricted	Total
Independent Examiners Fee	1,074.00		1,074.00
Legal Fees	-		-
Pensions Auto Enrollment	-		-
Child Protection DBS checks	142.00		142.00
	1,216.00	-	1,216.00
			1,481.00

8. Staff Costs and Emoluments

	2020/21	2019/20
	£	£
Salaries	26,232.78	25,458.96
Employer's National Insurance Contributions	-	-
Employer's Pension Contributions	154.50	-
	26,387.28	25,458.96

There were 3 members of staff employed during the year on a part-time basis.

No employee earned more than £50,000 in the current or previous year. 1 Trustee was remunerated in the current and previous year.

Trustee Indemnity Insurance in the year was included in the general liability insurance the total cost of which was £852.78

9. Fixed Assets

	Computer Equipment £	PA & Other Equipment £	Leasehold Premises £	Total £
Cost				
Balance brought forward	8,189.00	44,227.24	37,790.00	90,206.24
Additions	1,978.80	399.97	0.00	2,378.77
Balance carried forward	10,167.80	44,627.21	37,790.00	92,585.01
Depreciation				
Balance brought forward	8,189.00	43,703.94	36,998.00	88,890.94
Charge for the year	109.93	245.96	432.00	787.90
Balance carried forward	8,298.93	43,949.90	37,430.00	89,678.84
Net book value 31 March 2021	1,868.87	677.31	360.00	2,906.17
Net book value 1 April 2020	0.00	523.30	792.00	1,315.30

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10. Debtors

	2020/21	2019/20
	£	£
Gift Aid	1,306.75	1,015.08
Other	-	-
	<u>1,306.75</u>	<u>1,015.08</u>

11. Creditors

	2020/21	2019/20
	£	£
Agency Collections	-	-
Other	1,254.85	1,332.75
	<u>1,254.85</u>	<u>1,332.75</u>

12. Analysis of assets and liabilities representing each of the Charity's funds

	2020/21		Total
	Unrestricted	Restricted	
	£	£	£
As at 31 March 2021			
Fixed Assets	2,906.18	0.00	2,906.18
Current Assets	64,437.99	4,317.50	68,755.49
Current Liabilities	(1,143.60)	(111.25)	(1,254.85)
Total Net Assets less Liabilities	<u>66,200.57</u>	<u>4,206.25</u>	<u>70,406.82</u>
As at 1 April 2020			
Fixed Assets	1,315.30	0.00	1,315.30
Current Assets	33,247.92	219.12	33,467.04
Current Liabilities	(1,231.50)	(101.25)	(1,332.75)
Total Net Assets less Liabilities	<u>33,331.72</u>	<u>117.87</u>	<u>33,449.59</u>

13. Movement in Funds

	Balance at 01-Apr-20	Incoming Resources	Outgoing Resources	Transfers	Balance at 31-Mar-21
	£	£	£	£	£
Restricted Funds:-					
Statutory Fund	10.00				10.00
Community Fund	248.90				248.90
Childrens' Work Fund	675.70				675.70
Hardship Fund	288.75				288.75
Make Lunch	842.97	7,577.25	5,437.32		2,982.90
Partners in Mission Fund	-	6,375.00	6,375.00		-
	<u>2,066.32</u>	<u>13,952.25</u>	<u>11,812.32</u>	<u>-</u>	<u>4,206.25</u>
General Fund	31,383.27	87,867.15	53,049.85		66,200.57
Total	<u>33,449.59</u>	<u>101,819.40</u>	<u>64,862.17</u>	<u>-</u>	<u>70,406.82</u>