

Portobello Baptist Church SCIO

Trustees' Report and Financial Statements
Period ended 31 March 2023

Portobello Baptist Church SCIO

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Portobello Baptist Church SCIO

Report of the Trustees for the period ended 31 March 2023

The Trustees are pleased to present their report together with the financial statements of the Church for the period ended 31 March 2023.

Reference and administrative details

Registered office



Bankers

Bank of Scotland
153 Portobello High Street
Edinburgh
EH15 1AG

Solicitors

Diakoneo Legal Services
48 Spier's Wharf
Glasgow
G4 9TH

Status of Charity and Governing Document

Portobello Baptist Church SCIO (SC050925) is a Scottish Charitable Incorporated Organisation (SCIO) and is established by Constitution. It was registered in its current legal form on 22 April 2021. The Charity was previously an Unincorporated Association (SC051533). The assets of the unincorporated association are in the process of being transferred to the SCIO and once complete the previous charity will be wound up. Merged accounts for the two organisations have been prepared for the period to 31 March 2023.

Aims and affiliation

The aims of the church are in line with its Mission Statement - *"Portobello Baptist Church exists to make and multiply fully committed followers of Jesus Christ"*. The church is affiliated to the Baptist Union of Scotland (No SC004690).

Trustees and Office Bearers

The church is congregational in policy and its day-to-day running is undertaken by the Leadership Team who, as Office Bearers in terms of its Constitution and for the purpose of charity law, are its Trustees. The Office Bearers who served during the year and to the date of this report are listed below. The Trustees understood their statutory responsibilities during the accounting period.

Title deeds to the properties owned by the Church or in which the Church has a secured interest are held in the name of the Church.

During 2021 the church began the process of becoming a Scottish Charitable Incorporated Organisation (SCIO). This work was undertaken by [REDACTED] from Diakoneo Legal Services.

New Trustees are nominated for appointment to this office under the terms of the Church Constitution. There is no fixed term for Trusteeship, although the norm is three years, renewable once. Prior to their appointment, new Trustees would be active members of the Church who have served the church for some time in various roles and would be familiar with the church's values, its aims and objectives as well as its day-to-day operations. As part of their induction programme, new Trustees are required to understand their statutory responsibilities and to commit to a regular schedule of meetings. An annual away day takes place to provide space for prayerful consideration of strategic issues. Throughout the year, Trustees (Leadership Team) usually meet once a month.

Portobello Baptist Church SCIO

Report of the Trustees for the period ended 31 March 2023

Charitable objectives

The charitable objectives of the Church are as follows:

- To worship God in a way that makes faith accessible to those with no Christian background.
- To live out the Christian faith in the community in practical and caring ways for those in need.
- To train and teach the members of Portobello Baptist Church, helping them become true disciples of Jesus Christ.
- To find ways of living our faith alongside other groups within the community, giving opportunity to share our faith with those who are interested.

Achievements and performance

This was a year that started once again with COVID restrictions of some sort through until Easter. We navigated these and through the course of the 15 month period have been able to begin new ministries and return to pre-COVID ones also.

- In-person worship: Through the year we have fully returned to in-person worship.
- Access: We have adjusted our worship space throughout the year to allow for better access for people especially those with mobility issues, while maintaining a hospitable environment for visitors..
- Youth Ministry: Our youth and children's ministry have returned as pre-covid and we continue to offer Sunday specific programmes along with mid-week events for youth.
- Online community: We have maintained an online presence in order that those unable to attend church, or who wish to drop in can connect with our Sunday worship services.
- Small Groups: Our small group network has been re-established with new members joining throughout the year.
- Reach and Impact: We have been able to connect with people far beyond our local geographic boundaries in the past year and have seen many visitors spend time attending our online services at various times of the year.
- Community Outreach and engagement: We appointed a community Outreach Worker who has helped us begin a number of new ventures including: a warm spaces drop in 3 days a week during the winter months, a meeting place cafe, a craft and jigsaws day, all aimed at combatting loneliness in our community. We have worked with our local community Fridge to provide hospitality and support for their work adding a drop in cafe to their project. We partnered with Edinburgh City Mission (and other churches) to deliver a befriending scheme in our community.
- Outreach: We ran two Alpha courses in this time as well as running a number of events around the major Christian festivals.
- Christian Education: We have run a number of education courses for people in our churches with subjects as diverse as prayer, faith in the workplace and spiritual practices.
- We also spent significant time, effort and finance bringing our building back into shape for us as we have begun these new ministries and to best facilitate Sunday worship.

Portobello Baptist Church SCIO

Report of the Trustees for the period ended 31 March 2023

Financial review

Principal sources of funding

The Church receives its funding from church members by way of monthly offerings and Gift Aid donations. The Church also received income from hall lets and grants received during the year which have been disclosed in the financial report.

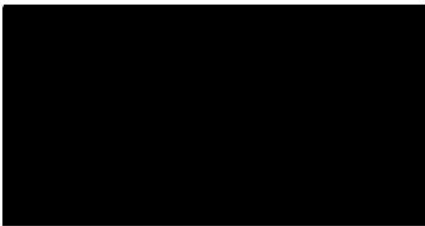
Results for the year

The Accounts for the year are set out on pages 5 to 8. Per the Receipts and Payments Account on page 5, the Church reported a surplus of £2,939 (2021: £8,786).

Reserves

It is the policy of the Church to maintain Unrestricted Funds, i.e., funds not committed or invested in fixed assets, at a level which equates to approximately three months of unrestricted expenditure. This allows sufficient funds to enable the ongoing work of the Church to be maintained. Per the Statement of Balances on page 6, the General Fund at 31 March 2023 amounted to £27,940 (2021: £21,012). Restricted funds amounted to £10,987 (2021: £14,976). Total funds of the charity amounted to £38,927 (2021: £35,988).

Signed on behalf of the Trustees on 13TH NOVEMBER 2023.



Trustee/Pastor

Portobello Baptist Church SCIO

Report of the Independent Examiner to the Trustees for the period ended 31 March 2023

I report on the accounts of the church for the period ended 31 March 2023 which are set out on pages 5 to 8.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 seeks explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations (as amended), and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations (as amended)

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.

Innes & Partners Limited
Chartered Certified Accountants

Innes House
18 Shairps Business Park
Houstoun Road
Livingston
EH54 5FD

Date: 16 / 11 / 2023

Portobello Baptist Church SCIO

Receipts and Payments Account for the period to 31 March 2023

		Unrestricted	Restricted	15 months 2023	2021
	Notes	fund £	funds £	Total £	Total £
Receipts					
Gift-aided donations		43,147	-	43,147	47,371
Freewill offerings		9,554	-	9,554	-
Gift Aid reclaimed		9,775	-	9,775	8,215
Other donations		-	-	-	70
Grants		2,500	-	2,500	12,052
Hall rentals		21,322	-	21,322	8,125
Sundry income		550	-	550	120
BUS contribution to COW		7,500	-	7,500	-
Total receipts		94,348	-	94,348	75,953
Payments					
Staff costs	4	43,302	3,333	46,635	27,180
Multimedia		2,597	-	2,597	1,859
Minister's expenses		-	-	-	301
Pulpit supply		200	-	200	100
Rates and insurance		6,391	-	6,391	5,407
Church repairs and renewals		3,679	-	3,679	15,922
Manse repairs and renewals		4,607	-	4,607	1,428
Hall repairs and renewals		1,377	-	1,377	85
Church cleaning		6,229	-	6,229	2,595
Heat and light		5,965	-	5,965	2,102
Catering		1,312	-	1,312	138
Church telephone		809	-	809	301
Printing, postage and stationery		606	-	606	28
Window cleaning		224	-	224	166
Payroll processing		293	-	293	242
Office equipment		960	-	960	-
Legal and professional fees		225	-	225	3,553
Maintenance contracts		3,137	-	3,137	901
Children & Youth Work		91	-	91	49
Grants and donations	5	3,403	-	3,403	3,501
Travel		334	-	334	-
Training		226	-	226	-
Mission and Community		577	-	577	-
Independent examination fee		1,200	-	1,200	1,200
Sundry expenses		332	-	332	109
Total payments		88,076	3,333	91,409	67,167
Surplus for the year before transfers		6,272	(3,333)	2,939	8,786
Transfers between funds		656	(656)	-	-
Surplus/(deficit) for the year after transfers		6,928	(3,989)	2,939	8,786
Total funds brought forward		21,012	14,976	35,988	27,202
Total funds carried forward		27,940	10,987	38,927	35,988

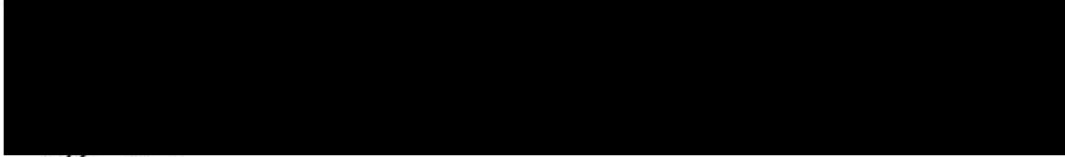
The notes on pages 7 to 8 form part of these financial statements.

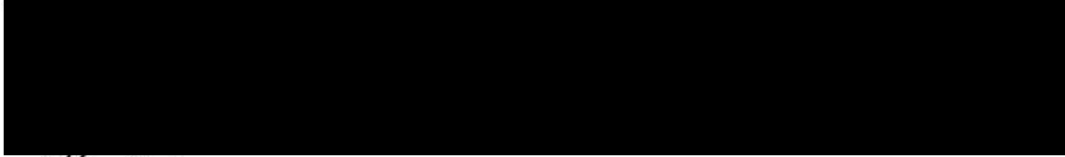
Portobello Baptist Church SCIO

Statement of Balances as at 31 March 2023

	15 months 2023			2021		
	Opening balance £	Surplus for year £	Closing balance £	Opening balance £	Surplus for year £	Closing balance £
Bank and cash	35,988	2,939	38,927	27,202	8,786	35,988
Total assets	35,988	2,939	38,927	27,202	8,786	35,988
Represented by:			£			£
Unrestricted fund		6	27,940			21,012
Restricted funds		7	10,987			14,976
			<u>38,927</u>			<u>35,988</u>
Statement of assets as at 31 March 2023			£			£
Church (estimated value)			300,000			300,000
Manse (estimated value)			200,000			200,000
Gift Aid due			8,184			9,775
Overpayment of employees wages			542			-
Overpayment of Pension Contribution			-			510
Tax and NI due			159			-
			<u>508,885</u>			<u>510,285</u>
Statement of liabilities as at 31 March 2023			£			£
Independent examination fee			1,440			1,200
Underpayment of employees wages			-			42
Tax and NI due			-			45
			<u>1,440</u>			<u>1,287</u>

The financial statements on pages 5 to 8 were approved by the Trustees on 13th November 2023 and signed on their behalf by the undernoted:


Trustee/Pastor


Trustee/Treasurer

Portobello Baptist Church SCIO

Notes to the financial statements for the period to 31 March 2023

1. Accounting Policies

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis of financial statements

The financial statements have been prepared on a receipts and payments basis.

Church income

All voluntary income, income from tax recoveries on Gift Aid and bank interest is accounted for when received.

Receipts and payments account

For the purpose of the Receipts and payments account as shown on page 5, funds are defined as follows:

Unrestricted funds comprise grants and other income received for the objects of the church without further specified purpose and are available as general funds.

Restricted funds comprise income which has been received for the objects of the church and specified for a restricted purpose within these objects by the donor.

2. Transactions with Trustees and related parties

There were no transactions with the Trustees or related parties during the year ending 31 March 2023 (2021: nil) other than the Minister's salary which is detailed in note 4.

3. Reimbursement of expenses

During the year [REDACTED] received a salary of £19,110 (2021: £24,023) and expenses of £2,760 (2021: £301) in his capacity as Church Pastor. No Trustees received remuneration or reimbursement of expenses for their position as Trustees during the year (2021: nil).

4. Staff costs and numbers	15 months	
	2023	2021
	£	£
Gross salaries	36,161	24,023
Employer's Pension contributions	10,474	3,157
	46,635	27,180

The average number of employees during the year was 2 (2021: 1).

5. National and overseas Ministries	15 months			
	Unrestricted fund	Restricted funds	2023 Total	2021 Total
	£	£	£	£
<i>Grants and gifts</i>				
Scottish Baptist fund	2,250	-	2,250	1,800
Donations	1,153	-	1,153	1,701
Total grants and gifts	3,403	-	3,403	3,501

Portobello Baptist Church SCIO

Notes to the financial statements for the period to 31 March 2023

6. Unrestricted funds	Balance at 01.01.2022	Income	Expenditure	Transfers	15 months Balance at 31.03.2023
	£	£	£	£	£
General fund	21,012	94,348	(88,076)	656	27,940
Total unrestricted funds	21,012	94,348	(88,076)	656	27,940

Explanation of funds

The *General fund* represents all income and expenditure relating to the primary focus activities of the charity, other than those for which funding is restricted.

7. Restricted funds	Balance at 01.01.2022	Income	Expenditure	Transfers	15 months Balance at 31.03.2023
	£	£	£	£	£
Haldane Salary Fund	10,000	-	(3,333)	-	6,667
Café Project Fund	-	-	-	4,200	4,200
Building maintenance	4,856	-	-	(4,856)	-
Forwarding	120	-	-	-	120
Total restricted funds	14,976	-	(3,333)	(656)	10,987

Explanation of funds

The *Haldane Salary fund* represents a grant to facilitate [REDACTED] becoming the Future Church Lead for the Baptist Union of Scotland (BUS). The funding will be used to backfill Glenn's position at Portobello to allow him to give his time to developing the future church vision of the Baptist Union.

The *Café Project Fund* represents donations and expenditure in relation to café maintenance and improvements.

The *Building maintenance fund* represents grants, donations and expenditure in relation to church roof repairs.

The *Forwarding fund* represents gifts received from church members for onward forwarding to various Christian organisations and ministries.

8. Fund transfers

Expenditure on the building maintenance fund has been incorrectly allocated to both the café project fund and general fund in previous years and the transfer is to correct this misallocation.