

The Notes numbered 1 to 4 form part of these accounts.

## 1 Accounting Policies

### Basis of Preparation

The accounts are prepared on a 'receipts and payments' basis.

Thus all income is recognised as received, and payments as made.

### Restricted Funds

Designated funds are used for gifts received for Mission purposes, and for the Pastoral Fund of the Church.

A Fabric Fund also exists as a Designated Fund, for gifts received where the donor has indicated a desire for such gifts to be used for the maintenance or enhancement of the Church Properties.

Total Donations received for the building project: £12,754

## 2 Mission

UnRestricted Funds	£
MAF	-
ACT & Home Missions :	
Tearfund, Leprosy Mission, Grassroots, The	
Good Faith, Release Intl., Stephen's Children	
Get Wellness Foundation	720
Barnabus	100
TWR	<u>200</u>
	<b><u>1,020</u></b>

## 3 Ministry

### Unrestricted Fund

	£
Salaries and associated costs	-
Subscriptions, stationery, postage and photocopier costs	2,175
(Ministers) Leaders expenses/Meetings & Events	1,816
Costs of 6 Morton Close (Manse)	--
CRB/safeguarding	159
Book-Keeping	<u>1,547</u>
	<b><u>5,697</u></b>

## 4 Premises

### Unrestricted Funds

	£
Cleaning salaries	-
Property expenditure	964
Heating & Lighting	2,642
Cawston Road phone	539
Premises hire costs	113
Water	33
Insurance	260
<b>Building Project:</b>	
Initial Costs : Surveys & Contracts	14,619
Costs per Architect Design	<u>4,387</u>
	<b><u>23,557</u></b>

## 4 Premises

### Restricted Funds

	£
Building Project:	
Costs per Architect Design	<b><u>12,754</u></b>

## Statement of Financial Activities for the Year ended 31st December 2021

Notes	Unrestrict ed Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£

**Incoming Resources**

Voluntary income			<b>22,661</b>	20,452
Offerings and donations inc Gift Aid Tax recoverable	22,661			-
Specific giving for Mission	40		40	129
Marthas' Kitchen		-	-	-
Miscellaneous	8,000		<b>8,000</b>	
Investment income				
Bank interest received				
Other incoming resources			<b>25</b>	284
Room lettings	25		-	6,750
Manse Letting	-		-	260,000
Sale of 6 Morton Close	-	12,754	<b>12,754</b>	-
Building Fund	-			
<b>Total Incoming Resources</b>	<u>30,726</u>	<u>12,754</u>	<u>43,480</u>	<u>287,615</u>

**Resources Expended**

Charitable Activities:				
Mission	2	1,020	<b>1,020</b>	1,160
Ministry	3	5,697	<b>5,697</b>	12,073
Materials and Youth Work		34	<b>34</b>	270
Premises	4	23,557	12,754	10,959
Pastoral gifts		55	<b>55</b>	122
Martha's Kitchen			-	20
Miscellaneous			-	-
<b>Total Resources Expended</b>		<u>30,363</u>	<u>12,754</u>	<u>43,117</u>
NET INCOMING / (OUTGOING) RESOURCES before Transfers		363	-	363
Transfers between funds		-7396	7,396	
<b>NET INCOMING / (OUTGOING) RESOURCES after Transfers</b>		-7033	7,396	363
Balances brought forward		326,030	-7,396	318,634
<b>Balances carried forward</b>		<u>318,997</u>	<u>-</u>	<u>318,997</u>

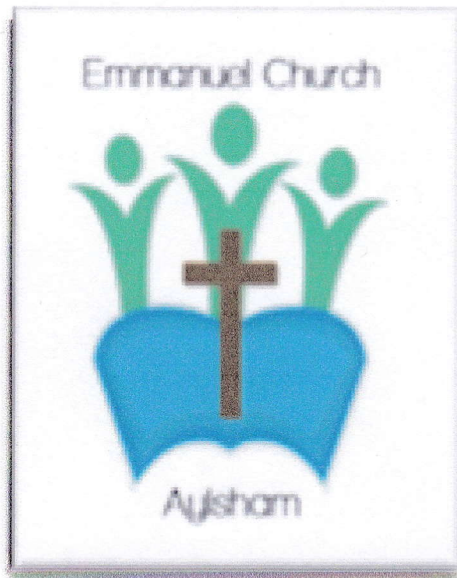
Approved by the Church Leadership on

2022 and signed on its behalf by

Diane Scott, Current Treasurer :

Andrew Barwick, Trustee:

*D. W. Scott*  
*A. Barwick*



**EMMANUEL CHURCH AYLSHAM**

**Cawston Road Chapel**

**Cawston Road**

**Aylsham NR11 6BX**

**Registered Charity No: 1046629**

**ANNUAL REPORT AND FINANCIAL STATEMENT  
FOR YEAR ENDING DECEMBER 2021**

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## **Structure, Governance and Management**

### **2.1 General Information**

#### **2.1.1 Emmanuel Church Aylsham – Principal Address**

Emmanuel Church Hall  
Cawston Road Chapel  
Cawston Road  
Aylsham  
Norfolk NR11 6BX

### **2.2 Registered Charity Status**

Emmanuel Church Aylsham is registered with the Charity Commission Number 1046629.

### **2.3 Constitution**

A Trust Deed made on 14<sup>th</sup> February 1995 is the governing document of Emmanuel Church Aylsham. The church was formed as a result of the amalgamation of the congregation formerly meeting at The Cawston Road Chapel and the congregation formerly meeting at the Baptist Chapel, White Hart Street, Aylsham.

The congregation formerly meeting at the Baptist Chapel, White Hart Street, Aylsham is also subject to a property Trust Deed, upon the model Fairbairn Trusts of Baptist union Corporation Ltd, who are the holding Trustee.

The congregation now meet regularly at Cawston Road Chapel and are the holding Trustees of the 1995 Trust Deed, based upon the Fairbairn Trust model, for this property.

The present Church Leadership is shown in section 2.5; the external advisers of the Charity are shown in section 2.6.

### **2.4 Structure and Management**

The Church is a charitable trust established by the Trust Deed dated 14<sup>th</sup> February 1995.

Members of the Church Leadership as shown in section 2.5, with the exception of the Minister(s), are appointed by majority vote taken at a meeting of the Church in General Meeting in accordance with the Trust Deed. They are appointed by the Church Membership for an indefinite period, but may resign at any time, or may be removed from office by a two-thirds majority vote at a meeting of the Church in General Meeting.

Elders share with the Minister(s) in the overall spiritual oversight of the Church and in particular in the roles of pastoral care, teaching and discipleship. Together with the Minister(s) they oversee and coordinate the vision and ministry of the church.

Members of the Church Leadership, other than the Minister(s) and Elders are appointed by the Church in General Meeting to serve as Deacons, with similar appointment for the Treasurer.

Church Membership shall be open to those who profess repentance before God and faith in Jesus Christ as Saviour and Lord and who indicate agreement to our Basis of Belief Acceptance as a member of the church follows agreement with our Basis of Belief and signing the Church's Membership Book.

## 2.5 Trustees

The elected members of the Church Leadership, excluding the Minister(s), become the Trustees of the charity on election to office.

### Members of the Church Leadership

The Church Leadership currently comprises an elected Leadership Team, there is currently no pastor in post.

At the Annual General Meeting of members on 25 July 2021, Annual Accounts for 2019 and 2020 were approved as there was no AGM in 2020 due to the Pandemic. Mrs Barbara Slater resigned her position on the Leadership to spend more time on her mission work

The following Leaders agreed to continue for a further 12 months, with the proviso that any could step down or others added as required/needed

Leadership Team: Mr A Barwick (appointed January 2015)  
Mrs Y Westwood (appointed May 2016)  
Mr Peter Slater (appointed February 2016)  
Mrs Diane Scott (appointed January 2018) Treasurer  
Miss Helen Daniels (appointed 2020)

These people are registered as Trustees with the Charities Commission from whom we claim Gift Aid.

### Statement of Responsibilities

The Church Leadership is responsible for the preparation of the financial statements for each financial year, which give a true and fair view of the Church's incoming resources and application of resources during the year and of its state of affairs at the end of the period. In preparing those financial statements, the Church Leadership:

- selects suitable accounting policies and then applies them consistently
- makes judgments and estimates that are reasonable and prudent
- prepares the accounts on the going concern basis unless it is inappropriate to presume that the Church will continue in operation.

The Church Leadership is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the Charities Act 1993. The Leadership is also responsible for safeguarding the assets of the Church and hence for taking reasonable steps for the prevention and detection of fraud and breaches of law and regulations.

### Governance

Internal controls over all forms of commitment and expenditure continue to be refined to improve efficiency. Processes are in place to ensure that performance is monitored, and that appropriate management information is prepared and reviewed regularly by both the Church Leadership and the Church Members.

The systems of internal control are designed to provide reasonable but not absolute assurance against material misstatement or loss. They include:

- regular consideration by the Church Leadership and Church Members of finances;
- delegation of day-to-day management authority and segregation of duties;
- Identification and management of risks.

## **2.6 External Advisers**

### **Bankers**

Barclays Bank plc  
Market Place  
Norfolk NR11 6EW

### **Independent Examiner**

Mr Phil Goddard

## **3. Church Leadership's Report**

### **3.1 Objectives and Principal Activities of The Charity Objects**

Use of Cawston Road Chapel as

- a) a place of public worship for the service of Almighty God;
- b) a place for the instruction of children or adults or as a church hall or to further the religious and other charitable work of the congregations formerly meeting at those places for religious worship and for such other charitable purposes as may from time to time be endorsed by the Church in General Meeting
- c) a place for maintaining and practising the doctrine and rite of the baptism of believers

The consent of the Charity Commission has been obtained to amend the Charities objects to:

- (1) The advancement of the Christian Faith, education and any other charitable purposes in the United Kingdom and/or other parts of the world

### **Our Activities**

- ❖ Gathering together frequently for worship in prayer and praise.
- ❖ Remembering the Lord Jesus Christ as we celebrate Communion.
- ❖ Learning together as we study the Bible, encouraging each other in the faith.
- ❖ Proclaiming the Gospel to adults, young people and children, helping them to understand what it means.
- ❖ Baptising believers by total immersion.
- ❖ Dedicating babies and small children to the Lord.
- ❖ Serving the community as best we can.
- ❖ Showing a concern for the physical and spiritual wellbeing of the whole world

### **3.2 Achievements and Performance**

During the year 2021 the Church carried out a number of activities to further its charitable purposes for the public benefit. The Church expressed its part in the life of the wider church by making grants to national and international Christian organisations and societies with Christian aims and objectives compatible with the Church's own charitable purpose. This has included support, financially and through prayer and other relevant ways, of the following Mission Organisations:

Grassroots, Tearfund, Leprosy Mission, The Good Faith, Barnabus Fund, TWR, Realease International, Stephen's Children, Get Wellness Foundation.

The Church meets every Sunday for worship and teaching of the Christian Faith, as well as other midweek meetings. The meetings of the Church are open to all in the community, and the Church actively seeks to engage with the wider community in its activities.

As the restrictions of the Pandemic lifted, regular services, Home Group and Prayer Group resumed during the year for Bible study and to encourage and care for each other.

Following the sale of the Manse the fellowship has engaged the services of an Architect who submitted a new design for the repair, refurbishment and extension to the chapel for which Planning Permission has been agreed. The members have also agreed that this work should commence in January 2022 and have moved out of the chapel to meet next door the Drill Hall until the work is completed. The Leaders are seeking further grant and sponsorship funds to meet the cost of this work which includes a Disabilities Changing Room facility for the use of the general public via a Radar key.

Leaders have met regularly both virtually and in person during the year and members are regularly informed and consulted with regard to church activities. Reports of the activities of the church are provided with the Accounts for approval at the AGM usually held in May.

The charity trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

## **4. Financial Review and Results For The Year**

### **4.1 Financial Review**

During the 12 months to 31 December 2021 the Church had a total income of £43,480 (2020: £27,615). Offerings and Donations together with the Income Tax Refunds at £22,661 have increased from the previous year (£20,452). Giving to support the wider work of Mission amounted to £1,020 (2020: £1,160).

The sale of the Manse further generated income of £260,000 the previous year.

Charitable Expenditure was higher than on the previous year at £43,117(2020: £24,604), including support for the wider work of Mission and poverty relief at £1,020 (2020: £1,160).

Total funds increased to £318,996 (2020: £318,633) . The available funds will be used to repair, refurbish and extend the Church building for the purpose of increasing outreach and the community work of the Church.

The Church Leadership is confident that the current funds together with future income, will be sufficient to meet future commitments.

### **4.2 Grant Making Policy**

#### **Grants from the Pastoral Fund**

The Pastoral Fund exists to help the needy and to emulate the early church in the way it cared for its poorer members. In order that requests for the Pastoral Fund can be responded to rapidly, the Church Leadership have delegated decision-making on these requests to the Leaders. Two signatories must approve any grant.

#### **Other Grants**

The Church actively supports the wider work of Mission through the setting aside of a part of its annual income for the support of organisations engaged in Mission. The amount and the recipients of gifts are agreed annually by Church Members at a Church Meeting.

#### 4.3 Reserves Policy

The Church believes in the grace of God to provide for its financial needs as they arise through the giving of its members and others. In principle, the Church believes that monies given should be utilised for the furtherance of the work of the Church as soon as is practical and is consistent with an orderly and responsible stewardship of the funds and the work of the Church. In practice, in the view of the Church Leadership, free reserves (after setting aside funds earmarked for specific projects), should be approximately 3 months normal recurring unrestricted expenditure.


At 31 December 2021 the Church had three months unrestricted free reserves.

#### 4.4 Pensions

Not applicable

#### 4.5 Report of the Independent Examiner

I have examined the accounts and statement of financial activities using the records and information supplied to me. In my opinion the accounts fairly reflect the financial state of affairs at 31<sup>st</sup> December 2021 and the receipts and payments for the year ended on that date and are in accordance with the books and records of the Church.

 12/5/2022

(signed)

Mr Phil Goddard, FCCA

Corner Cottage, Church Road, Colby, Norfolk NR11 6AB