

Company Number: 5314519  
(England & Wales)

Charity Registered Number: 1107871

**HOPE COMMUNITY CHURCH SWANLEY**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2021**

**HOPE COMMUNITY CHURCH SWANLEY  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2021**

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**HOPE COMMUNITY CHURCH SWANLEY  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2021**

**Trustees and directors**

G Withers  
A Burgess  
A Earnshaw  
P Halford  
B Burgess  
S Ritchie

**Company Secretary**

Mrs J Withers

**Registered & Principal Office**

102 Swanley Lane  
Swanley  
Kent  
BR8 7LH

**Accountants**

Pearce Accounts Consultancy Services  
58 Sermon Drive  
Swanley  
Kent  
BR8 7HT

**Bankers**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**HOPE COMMUNITY CHURCH SWANLEY**  
**DIRECTOR'S AND TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

The Directors who are also the Trustees present their annual report with financial statements of the charitable company for the year ended 31st March 2021.

**LEGAL STATUS**

Hope community church Swanley is a registered charity and a company limited by guarantee and therefore governed by its Memorandum and Articles of Association.

The Trustees holding office during the financial year were:

G Withers  
J Withers  
A Burgess  
A Earnshaw  
P Halford  
B Burgess  
S Ritchie

None of the Trustees have any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of the charity winding up.

**OBJECTIVES AND ACTIVITIES**

The aims and objectives of the charity are:

To advance the Christian faith in accordance with the Statement of Beliefs in Swanley, Kent and in such other parts of the United Kingdom or the World as the Trustees may from time to time think fit, and to fulfil such other purposes which are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the trust.

To relieve persons who are in conditions of need or hardship or who are aged or sick and to relieve the distress caused thereby in the said location and in such other parts of the United Kingdom or the World as the Trustees may from time to time think fit.

To advance education (particularly but not exclusively relating to marriage and family relationships) by the organisation of courses for the teaching of the skills of parenthood in accordance with Christian principles by such means as the Trustees may consider appropriate in the said location and in such parts of the United Kingdom or the World as the Trustees may from time to time think fit.

To provide community facilities for recreational and other leisure-time occupation in the interests of social welfare for the persons who have need by reason of their youth, poverty, or social and economic circumstances, and with the object of improving their conditions of life in Swanley aforesaid and in such other parts of the United Kingdom or the World as the Trustees from time to time think fit.

**ORGANISATIONAL STRUCTURE**

The Church is run on a day to day basis by the pastor together with volunteer support staff. They report on a regular basis to the Trustees.

Trustees are appointed by a majority vote of the existing Trustees, appropriate training and support is provided to new Trustees adapting to their role.

**HOPE COMMUNITY CHURCH SWANLEY**  
**DIRECTOR'S AND TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2021**  
**(Continued)**

**ACHIEVEMENT AND PERFORMANCE**

It has been a difficult year for all the churches due to the COVID pandemic. As we have been unable to meet normally, it has been hard to maintain our commitment to achieve public benefit. This has been largely achieved through the church's outreach and via contact with church and non-church children and subsequently, their parents. The Zoom meetings that have been substituted for our formal meetings, have attracted participants from outside our community and subsequently, it is possible to report a small increase in our church numbers.

At the end of last year, I reported that I was stepping down as Chair of Trustees. However this did not come to fruition as the person who expressed an interest in taking on this role decided not to so I have continued for another year.

This report is written in the shadow of the Covid pandemic through which we have all passed in one way or another. I am pleased to report however, that due to the superb work of church members, which will be alluded to on an individual basis later in the report, Hope Community Church, Swanley, has survived through the lockdowns. We have lost a few members, not just through Covid, but this has been offset by new additions through our outreach programme.

**INDIVIDUAL CONTRIBUTIONS TO THE LIFE OF THE CHURCH**

**Alwyn Earnshaw**

Alwyn set up various Zoom meetings both on Sundays and mid-week for prayer and home groups. We also continued meeting for morning prayer three times a week via Zoom.

Before the lockdowns and tiered structure became severe, church members had socially distanced meetings outside a coffee shop in Swanley on Saturday mornings. This provided opportunities for church members to meet face to face and also a chance to meet other friends and continue to have a presence in the community.

Throughout the pandemic lockdown periods, Alwyn has kept in contact with most of the members via social media platforms and email.

I am pleased to report that Alwyn has gained an MA from Moreland College.

**Suzanne Barnaby, Beth and Helen Earnshaw and others**

**Children's work**

As we entered the first Lockdown in March 2020, due to the global pandemic, arrangements were put in place to ensure our children continued to receive encouragement in their understanding and relationship with God.

From Easter through to the summer, a number of videos were recorded;

Daily bible stories were read by Helen (70 in total) and suggestions given for craft, prayers and fellowship.

Weekly themed videos presented by Suzanne with stories and information about Easter, Prophets, Miracles and Bible Characters (21 in total).

The children also received hand delivered craft activities and a posted parcel of activities each week. Some of the children were from outside of the church but the church parents had shown what HCC were doing and asked for the same material.

A WhatsApp group was also created for parents of all the children to pass on information and encouragement and to keep in touch.

**HOPE COMMUNITY CHURCH SWANLEY**  
**DIRECTOR'S AND TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2021**  
**(Continued)**

From September 2020 onwards, we began Zoom meetings for Doves (4-8 year olds) following the Church meeting on Sundays. This is ongoing until we begin to meet again.

Craft and information packs have continued to be delivered each week for the Zoom meetings.

Whilst 19 (20 at present) packs have been prepared, not all children have been able to access the Zoom meetings. Generally there are 6-10 participants.

Although plans are in place for the content of further sessions, as with all aspects of our lives at the moment, the how, where, when of meetings continues to be discussed in line with the 'Roadmap' set out by the Government.

All of Hope Community Church have been kept informed about Children's Work, through their weekly zoom meetings; Sunday mornings, House groups, Prayer Meetings and via the Whatsapp Church group. As part of a series on the Church entitled FRESH and how/ when we are able to meet together again, Suzanne also led a meeting to think about our Children's Work post Lockdown.

These are the main aims mentioned,

-to continue to teach them scriptures increasing their FAITH

#### Outreach

Our main outreach, evangelistic work continues to be through the Good News Paper (GNP). This has been delivered to approximately 600 houses in the area. Normally, these deliveries would be followed up by house calls, but this has not been possible. Extra Christian literature, such as Pocket Testament League books were also distributed at Christmas and Easter. However, the occasional coffee mornings at care homes in the area had to be stopped.

Regular Zoom meetings of evangelists attached to Outreach UK have taken place and act as a useful forum for the exchange of ideas and strategies for reaching the non-churched population. Once the restrictions are lifted on social contacts, the home visits will resume.

Right at the end of the year, Trevor Dickerson, National Field Officer for Outreach UK and evangelist for Hope Community Church, decided to leave and move to Herefordshire. Graham Withers has now taken responsibility for GNP distribution and house calls. This facet of the church's work will be enlarged and anew distribution team recruited.

#### Horizon Primary Academy contact

The Good News Club which was run by HCC at Horizon Primary Academy, has stopped. The younger members of HCC who ran the club, under the direction of Alwyn, have now gone to university or are in employment. HCC has arranged talks with the Headteacher of Horizon with a view to restarting Sunday services at the school. We have put together a protocol for Sunday morning services to provide a Covid secure environment for the church to resume meetings which we hope will be approved by the school.

#### Other social contacts.

Wendy Halford, a member of HCC, continues to be the manager of the Swanley and District Food bank. The food bank has been busy and whilst now a CIO and independent of HCC, the church continues to support it financially and providing additional help at various times through the year for the distribution of food parcels.

**HOPE COMMUNITY CHURCH SWANLEY**  
**DIRECTOR'S AND TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2021**  
**(Continued)**

**Finances**

Although HCC has been in lockdown in one form or another for over a year, our income has been broadly maintained. Andrew Burgess, Finance Trustee, resigned and moved to Suffolk. This role has been taken by Phil Halford, an existing Trustee.

**Conclusion**

Running the church and now coming out of the restrictions imposed by the pandemic, has put pressure on Trustees and church members. We have been blessed by a strong leadership team, which has enabled the church to survive and look forward to almost a new beginning. I would like to express my sincere thanks to all members and Trustees who have made this possible.

**RESERVES POLICY**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

**RISKS**

The charity has assessed the risks to which it is exposed and has taken steps to mitigate those risks. The main risks faced by the charity are in respect of maintaining funding levels in order to continue with the present level of services. We are considering a fundraising program in the forthcoming year to ensure that funding levels are comfortable for the charity.

**PUBLIC BENEFIT STATEMENT**

In planning activities for the year, the trustees confirm that the Charity Commission's guidance on public benefit (section 4 of the 2006 Charities Act). This is discussed within the achievement and performance section of this report.

**TRUSTEES RESPONSIBILITIES**

Company law requires the directors to prepare financial statements for each financial year which gives a true and fair view of the state to affairs of the company as at the end of the financial year and of the surplus or deficit of the company for that year. In preparing those financial statements the directors are required to:-

- select suitable policies and the apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

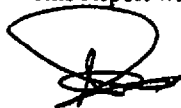
The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**HOPE COMMUNITY CHURCH SWANLEY**  
**DIRECTOR'S AND TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2021**  
**(Continued)**

**APPROVAL**

The above report has been prepared in accordance with the special provisions relating to the small companies within part 15 of the Companies Act 2006 and the Charities Act 2011 and in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

This Report was approved by the Trustees on 22-11-2021



.....  
**Trustee**

**HOPE COMMUNITY CHURCH SWANLEY**  
**INDEPENDENT EXAMINERS REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

I have examined the financial statements on pages 7 to 12. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

**Respective responsibilities of the trustees and examiner**

The Trustees' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees Responsibilities. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charities Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.


**Basis of opinion**

My examination was carried out in accordance with the 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 the seeking of explanations from you as trustee 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 examiner's statement**

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (b) to prepare accounts which accord with the accounting records to comply with the accounting requirements of the 2011 Act;have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
.....

Debbie Pearce  
Pearce Accounts Consultancy Services  
Chartered Certified Accountants  
58 Sermon Drive  
Swanley  
Kent BR8 7HT

Dated: 2/12/2021

**HOPE COMMUNITY CHURCH SWANLEY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

	31 March 2021			31 March 2020
	Unrestricted Funds £	Restricted Funds £	Total £	Total £
<b>INCOMING RESOURCES</b>				
Voluntary income	46,835		46,835	51,724
Investment income	-		-	-
Incoming resources from charitable activities	-		-	-
<b>TOTAL INCOMING RESOURCES</b>	<b>46,835</b>	<b>-</b>	<b>46,835</b>	<b>51,724</b>
<b>RESOURCES EXPENDED</b>				
Charitable activities	44,110		44,110	53,426
Governance costs	981		981	980
<b>TOTAL RESOURCES EXPENDED</b>	<b>45,091</b>	<b>-</b>	<b>45,091</b>	<b>54,406</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>1,744</b>	<b>-</b>	<b>1,744</b>	<b>(2,682)</b>
Transfers	-		-	-
Total funds brought forward	15,981		15,981	18,663
Total funds carried forward	<u>17,725</u>	<u>-</u>	<u>17,725</u>	<u>15,981</u>

The Statement of Financial Activities includes all gains and losses in the year.  
All incoming and expended resources derive from continuing activities.

**HOPE COMMUNITY CHURCH SWANLEY**

**BALANCE SHEET**

**AS AT 31 MARCH 2021**


	Notes	2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible assets	5	974	1,228
		17,887	15,894
<b>CURRENT ASSETS</b>			
<b>CREDITORS: Amounts falling due within one year</b>	7	<u>(1,136)</u>	<u>(1,141)</u>
<b>NET CURRENT ASSETS</b>		<u>16,751</u>	<u>14,753</u>
		<u>17,725</u>	<u>15,981</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
<b>FUNDS</b>			
Unrestricted funds		17,725	15,981
Restricted funds		<u>-</u>	<u>-</u>
		<u>17,725</u>	<u>15,981</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and in accordance with FRS102 SORP.

For the financial period ended 31<sup>st</sup> March 2020 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Trustees on 22-11-2021

  
 .....  
 Trustee

**HOPE COMMUNITY CHURCH SWANLEY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The Financial Statements are prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

**1.2 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amounts can be quantified with reasonable accuracy in the period to which it relates.

**1.3 Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

**1.4 Value Added Tax**

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

**1.5 Tangible Fixed Assets and Depreciation**

Tangible fixed assets are stated at cost less depreciation

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Computer equipment	- 20% reducing balance basis
Fixtures and fittings	- 20% reducing balance basis

**1.5 Restricted funds**

Restricted funds are to be used for the purposes specified by the donor. Expenditure which meets these criteria is identified to the fund.

**1.6 Unrestricted funds**

Unrestricted funds are grants, donations and other income received or generated for the objects of the charity' without further specified purpose and are available as general funds.

**1.7 Designated funds**

Designated funds are unrestricted funds set aside by the trustees for specific purposes.

**1.8 Liabilities**

Liabilities are recognised where a legal obligation to transfer economic benefit exists.

**1.9 Pension costs**

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**HOPE COMMUNITY CHURCH SWANLEY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

<b>2. NET INCOMING RESOURCES</b>		
Net resources are stated after charging:	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Depreciation of owned assets	<u>253</u>	<u>307</u>
<b>3. STAFF COSTS</b>		
	<b>£</b>	<b>£</b>
Wages and salaries	30,566	33,439
Pension costs	<u>1,800</u>	<u>1,800</u>
	<u>32,366</u>	<u>35,239</u>

The average number of employees during the period was 2 (2020 – 2).

- 4. TRUSTEE REMUNERATION AND EXPENSES**  
During the year to 31 March 2021, Hope Community Church incurred wages costs of £30,566 (2020 - £30,195) and pension costs of £1,800 (2020 - £1,800) relating to the employment of Mr A Earnshaw, a Trustee of the charity and Mrs H Earnshaw, his wife.

Small incidental expenses totalling £21 (2020 - £737), were reimbursed to A Earnshaw, £100 (2020 - £nil) to G Richie and £70 (2020 £nil) to G Withers who were Trustees, during the year. Trustees also made donations to the charity totalling £12,149 (2020: £13,940).

**5. TANGIBLE FIXED ASSETS**

Cost	20% RB	20% RB	Total
	Fixtures and Fittings	Computer Equipment	
	£	£	£
Balance B/Forward	623	3,211	3,834
Additions	-	-	-
Disposals	-	-	-
Balance C/Forward	<u>623</u>	<u>3,211</u>	<u>3,834</u>
<b>Depreciation</b>			
Balance B/Forward	613	1,993	2,607
Depreciation Charge	10	243	253
Disposal Adjustment	-	-	-
Balance C/Forward	<u>623</u>	<u>2,237</u>	<u>2,860</u>
<b>Net Book Values</b>			
At 31st March 2021	<u>-</u>	<u>974</u>	<u>974</u>
At 31st March 2020	<u>10</u>	<u>1,218</u>	<u>1,227</u>

**HOPE COMMUNITY CHURCH SWANLEY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**6. DEBTORS**

	£ 2021	£ 2020
Gift aid	8,314	8,801
Other debtors	<u>404</u>	<u>391</u>
	<u>8,718</u>	<u>9,192</u>

**7. CREDITORS: Amounts falling due within one year**

	£	£
Taxation and social security	351	356
Accruals	<u>785</u>	<u>785</u>
	<u>1,136</u>	<u>1,141</u>

**8. PENSION SCHEME**

During the year payments totalling £1,800 (2020 - £1,800) were paid into a defined contribution pension scheme. No amounts were outstanding at year end (2020 - £nil).

**9. LIMITED LIABILITY STATUS**

The company is limited by guarantee and has no share capital.

**10. ULTIMATE CONTROLLING PARTY**

The charity is controlled by its Trustees.

**HOPE COMMUNITY CHURCH SWANLEY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**11. INCOME AND EXPENDITURE ACCOUNT**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Donations and gifts	38,171	41,295
Parent and toddler income	-	1,545
Gift aid	8,664	8,884
<b>TOTAL INCOME</b>	<u>46,835</u>	<u>51,724</u>
<b>EXPENDITURE</b>		
Wages	30,566	33,439
Pensions	1,800	1,800
Parent and toddler costs	-	1,735
Donations	8,850	9,250
Insurance	220	375
PPS & Advertising	1,201	1,687
Hall fees and catering	20	-
Equipment	-	385
Travel expenses	-	1,674
Children and youth work	352	2,120
Depreciation computer equipment	244	304
Depreciation fixtures & fittings	10	3
Conferences	95	100
Bank charges	69	60
Computer exps	-	80
Sundry expenses	683	414
Accountancy Fees	720	720
Payroll Services	261	260
<b>TOTAL EXPENDITURE</b>	<u>45,091</u>	<u>54,406</u>
<b>SURPLUS/DEFICIT FOR THE FINANCIAL YEAR</b>	<u>1,744</u>	<u>(2,682)</u>