

# Harborough Community Church Trust

Report and Accounts

Year ended 31 October 2021

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**HARBOROUGH COMMUNITY CHURCH TRUST**  
**LEGAL AND ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

ADDRESS FOR CORRESPONDENCE	121 Bath Street Market Harborough Leicestershire LE16 9JL
GOVERNING DOCUMENT	Declaration of Trust dated 21 December 1984, amended 19 January 2017
CHARITY REGISTRATION NUMBER	516122
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	James Briggs Ross Dunning Christopher Stokes Phil Walter Robert Wilson
BANKERS	Lloyds Bank plc
INDEPENDENT EXAMINER	Jaimée Young Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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Harborough Community Church  
Transforming lives

**Harborough Community Church Trust**  
**ANNUAL REPORT YEAR ENDED 31 OCTOBER 2021**

The Trustees are pleased to present their report together with the Financial Statements for the year ended 31<sup>st</sup> October 2021.

**CHARITABLE OBJECTIVES**

The principal objective of the Church is to advance the Christian Faith. We are committed to being God's workers in Market Harborough and to be a prayerful and Christ-centred Church striving to be "Christ in the community"

**ORGANISATION**

Meetings of the Trustees complied with the requirements for the proper control of HARBOROUGH COMMUNITY CHURCH TRUST (Reg. 516122). Completed statements of the Trust's affairs for the previous year were lodged with the Charity Commission and duly accepted. There were no changes in the Church Constitution.

New Trustees are appointed by the Elders of the church in accordance with the trust deed. Elders are appointed by the recommendation of the existing Elders subject to the approval of the church. New Elders are normally appointed as Trustees. Elders and Ministry Leaders, in their appropriate roles, met regularly for prayer seeking the Lord's guidance for any matters requiring attention. The Ministry Leaders have contributed greatly to the work of the church and have reduced the burden on the Elders. Lorna Murphy was Treasurer/Administrator during the year.

**RISK STATEMENT**

The Trustees continually review and update systems and policies regarding Health & Safety, Child Protection, Vulnerable Adults, Data Protection, GDPR and so on. These we see as vital in our day to day running of the church and take them very seriously.

## **FINANCIAL REVIEW**

Funds of the church are maintained in an interest-bearing account in accordance with the Trust reserves policy, with the remainder in a working current account. Funds continue to be received and are supported by the membership.

As is permitted for charities having income of less than £250,000, these accounts, have been prepared on a receipts and payments basis.

Total receipts for the year were: £140,500 (2020: £144,600) Total payments for the year were: £158,800 (2020: £127,700) giving an excess expenditure over income of £18,300 (2020: £16,900).

At the end of the year, the church had reserves of £72,300 of which £60,000 was unrestricted.

The church's practice is to give a minimum of 10% of its unrestricted income to support Missionary work both home and abroad. This year a total of £11,000 was given.

Monthly support which includes prayer and financial giving continued this year for missionaries in Burkina Faso, Johannesburg, South Africa and the Messengers charity working in South East Asia supporting the suffering church.

At home, support for the Bower House Counselling Service, The Cube youth work and Street Pastors in Market Harborough continued to be part of our mission interest.

We continue to be part of Churches Together in Harborough and have participated in various initiatives throughout the year. We are also Members of the Evangelical Alliance.

## **RESERVES POLICY**

The church's policy is to maintain a prudent level of reserves, commensurate with its ongoing activities, maintenance costs and future commitments. The Trustees have agreed a minimum level of 3 months costs which at present amount to approximately £31,000. The unrestricted reserves at the year-end were £60,000 (2020: £81,100).

## **REVIEW OF ACTIVITIES**

The Trustees have regard to the guidance on public benefit issued by the Charity Commission.

Covid continued to restrict the activities of the church during the period in question which is made reference to in this report.



## Overview of 2021



Weekly online Services were conducted using YouTube and downloads from the church's website. These attracted a good number of people both from within the church family and outside. We have seen since people attending the church who were not connected before.

These services were interspersed with some live services in the building as and when restrictions allowed making sure all relevant risk assessments were carried out. This did mean a number restriction of around 60 people to ensure social distancing.

In September, the church was able to open for Sunday Services and by the end of the financial year we were getting over 200 people including children.

Unfortunately, we have been unable to make rooms available for outside groups to hire for most of the year, starting up in a small way in September which we hope will return to normal soon.

Our Community Groups continued either on Zoom or at times when possible in homes. It was an important feature of these groups that they were at the front line of caring for each other. The group leaders did an amazing job in ensuring folk were looked after and cared for.

New groups were formed in September and a large majority of the congregation are attached to one and meet weekly for study, prayer and social interaction.

Following a time of reflection for the church, the trustees appointed Stephen Jack as Pastor from 1<sup>st</sup> September 2021, a great provision for the church. Members gave towards the cost of the Pastor's relocation and other costs including salary (refer to Note 5 in the accounts) and all costs were expended in line with the charitable objectives of the church.



### Coffee & Cake Dept.

It has been a frustrating year for the Coffee Shop which has been closed for a lot of the time. However, it re-opened in July and has again become a positive community outreach resource. One of the managers stepped down and we are running it currently 5 days per week with one overall manager.

## COVID Responsibilities

The last year has brought with it a huge amount of often complex Government advice and guidelines, furlough procedures, (we furloughed our 2 Coffee Shop managers, three cleaners and Administrator) and much more. As Trustees we have endeavoured with the help of our finance manager to establish proper procedures to ensure the safety of all who enter the building. It has also been an opportunity to decorate and fix any ongoing issues in the building.

We are very conscious of the mental health of our members and have sought to support them pastorally and practically during this period.



### **The Next 12 months**

We enter an exciting phase in the life of HCC. As restrictions have been lifted, a new pastor in place, renewed commitment and so much more. Already we are seeing growth in the church's numbers and look forward in 2022 to being once again a Church in the heart of the Community sharing Jesus with them and meeting the various needs that arise.

### **TRUSTEES RESONSIBILITIES**

Charity Law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments for the charity for the year (Nov 1 – Oct 31).

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

### **Approval**

This report was approved by the Trustees and signed on their behalf by:

Philip Walter

Date: 27 June 2022

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**HARBOROUGH COMMUNITY CHURCH TRUST**

I report to the trustees on my examination of the accounts of Harborough Community Church Trust ('the charity') for the year ended 31 October 2021 on pages 7 to 10 following.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jaimée Young

Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 28 June 2022

**HARBOROUGH COMMUNITY CHURCH TRUST**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

Notes	Unrestricted Funds		Restricted Funds £	Total 2021 £	Total 2020 £	
	General Funds £	Designated Funds £				
<b>Income receipts</b>						
Donations	90,876	-	25,261	116,136	102,306	
Gift aid receipts	9,552	-	700	10,252	16,804	
Government grants	7,892	-	-	7,892	10,112	
Coffee shop	5,153	-	-	5,153	10,631	
Use of halls	396	-	-	396	4,330	
Charitable activities	250	-	-	250	240	
Interest received	53	-	-	53	167	
Other	-	-	-	-	10	
	<u>114,172</u>	<u>-</u>	<u>25,961</u>	<u>140,132</u>	<u>144,600</u>	
<b>Capital and similar receipts</b>						
Sale of fixed assets	400	-	-	400	-	
	<u>400</u>	<u>-</u>	<u>-</u>	<u>400</u>	<u>-</u>	
<b>Total receipts</b>	<u>114,572</u>	<u>-</u>	<u>25,961</u>	<u>140,532</u>	<u>144,600</u>	
<b>Payments</b>						
Payments in relation to charitable activities undertaken directly	2	124,719	-	18,704	143,423	118,055
Grants paid in relation to charitable activities undertaken by others	3	11,005	-	4,416	15,420	9,674
<b>Total payments</b>		<u>135,723</u>	<u>-</u>	<u>23,120</u>	<u>158,843</u>	<u>127,729</u>
Net of receipts / (payments) before transfers		(21,151)	-	2,841	(18,311)	16,871
Transfers between funds	5	-	-	-	-	-
<b>Net movement in funds</b>		<u>(21,151)</u>	<u>-</u>	<u>2,841</u>	<u>(18,311)</u>	<u>16,871</u>
Cash funds as at last year end		81,138	-	9,520	90,658	73,787
<b>Cash funds at this year end</b>	A	<u>59,986</u>	<u>-</u>	<u>12,361</u>	<u>72,347</u>	<u>90,658</u>

The notes on pages 9 -10 form part of these accounts.



**HARBOROUGH COMMUNITY CHURCH TRUST**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

	Unrestricted Funds			Total 2021	Total 2020
	General funds	Designated funds	Restricted funds		
	£	£	£	£	£
<b>A Cash funds</b>					
Cash at bank with immediate access	33,143	-	12,361	45,504	63,938
Notice deposits	26,773	-	-	26,773	26,720
Petty cash	70	-	-	70	-
	<u>59,986</u>	<u>-</u>	<u>12,361</u>	<u>72,347</u>	<u>90,658</u>
<b>B Other monetary assets</b>					
Gift aid due to charity	20,372	-	-	20,372	10,703
Rental deposit	1,442	-	-	1,442	-
HMRC JRS grant (Sept)	-	-	-	-	832
	<u>21,814</u>	<u>-</u>	<u>-</u>	<u>21,814</u>	<u>11,535</u>
<b>C Liabilities</b>					
<b>Falling due within one year:</b>					
Fee for Independent Examination	1,320	-	-	1,320	1,320
	<u>1,320</u>	<u>-</u>	<u>-</u>	<u>1,320</u>	<u>1,320</u>
<b>D Assets retained for charity's own use</b>					
				Value 2021	Value 2020
				£	£
Church building				2,827,747	2,721,600
Contents and equipment				82,199	82,000
				<u>2,909,946</u>	<u>2,803,600</u>

The trustees have used insurance values as the trustees are unable to reliably estimate current values; insurance values may differ materially from current values.

The accounts were approved by the trustees and signed on their behalf

by Philip Walter date 27 June 2022

The notes on pages 9 -10 form part of these accounts.

**HARBOROUGH COMMUNITY CHURCH TRUST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted Funds		Restricted Funds	Total 2021	Total 2020
	General funds	Designated funds			
	£	£	£	£	£
<b>2 Payments in relation to charitable activities undertaken directly</b>					
Employment costs (excluding coffee shop and cleaning)	65,271	-	10,704	75,975	59,082
Coffee Shop Expenditure (including salaries)	19,737	-	-	19,737	20,594
Repairs, maintenance and equipment (including salaries)	17,068	-	-	17,068	13,241
Utilities	9,024	-	-	9,024	10,990
Church activities	4,930	-	-	4,930	5,491
Insurance	2,150	-	-	2,150	2,105
Catering	37	-	-	37	224
Website expense	990	-	-	990	1,020
Children & youth work	989	-	-	989	496
Bank charges	180	-	-	180	366
Administration, office expenses and subscriptions	1,580	-	-	1,580	3,172
Governance costs	1,320	-	-	1,320	1,274
Other	1,442	-	-	1,442	-
Relocation expenses for new pastor	-	-	8,000	8,000	-
	<u>124,719</u>	<u>-</u>	<u>18,704</u>	<u>143,423</u>	<u>118,055</u>

**3 Grants and gifts paid to others**

*Grants for institutions:*

Malawi Borehole Donation	-	-	-	-	-
The Messengers	1,200	-	-	1,200	1,200
The Cube	1,200	-	-	1,200	1,200
Other organisations under £1,000	2,500	-	-	2,500	1,000

*Grants for individuals:*

Missionary Support	6,105	-	-	6,105	6,000
Hardship / relief of poverty	-	-	4,416	4,416	274
	<u>11,005</u>	<u>-</u>	<u>4,416</u>	<u>15,421</u>	<u>9,674</u>

**HARBOROUGH COMMUNITY CHURCH TRUST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

**4 Transactions with related parties**

Phil Walter, a trustee, served as a church leader and was paid £32,997 [2020: £30,708] for serving in that capacity, not for serving as a trustee.  
 Lidia Dunning, spouse of trustee Ross Dunning, served in the coffee shop and was paid £4,000 [2020: £7,436] for serving in that capacity.  
 The above payments are permitted by the charity's governing document.

**5 Movement of funds**

	Opening balance	Receipts	Payments	Transfers	Closing balance
	£	£	£	£	£
General funds	81,138	114,572	(135,723)	-	59,986
	<u>81,138</u>	<u>114,572</u>	<u>(135,723)</u>	<u>-</u>	<u>59,986</u>
Restricted funds					
Malawi Borehole	539	20	-	-	559
Malawi - other	75	41	-	-	116
New Pastor Fund	-	19,725	(18,704)	-	1,020
Hardship Fund	8,700	6,175	(4,416)	-	10,459
Mission Funds (missionary support)	207	-	-	-	207
	<u>9,520</u>	<u>25,961</u>	<u>(23,120)</u>	<u>-</u>	<u>12,361</u>
Total funds	<u>90,658</u>	<u>140,532</u>	<u>(158,843)</u>	<u>-</u>	<u>72,347</u>

The Malawi Borehole fund relates to funds donated for this specific purpose.  
 The Malawi other Fund relates to funds donated for the work in Malawi.  
 The New Pastor Fund was set up for gifts towards additional expenditure expected with arrival of new pastor.  
 The Hardship Fund relates to donations given specifically to help people in need.  
 The Mission Fund is for donations given for missionaries supported by the church.