

**COMMUNITY CHURCH, PUTNEY**

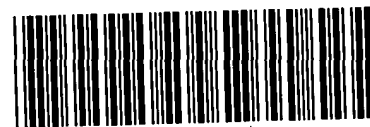
**ACCOUNTS FOR THE YEAR**

**ENDED 31 DECEMBER 2019**

Company number: 09012734

Charity number: 1158141

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**COMMUNITY CHURCH, PUTNEY**  
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**FOR THE YEAR ENDED 31 DECEMBER 2019**

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1.

**COMMUNITY CHURCH, PUTNEY**  
**REFERENCE AND ADMINISTRATIVE INFORMATION**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**Directors and Trustees**

J T Howe  
S J Hansford  
C J Dimmock  
D Daly  
J Evans  
B Walkers

**Registered Office**

Community Church, Putney  
Werter Road  
Putney  
London  
SW15 2LJ

**Charity number**

1158141

**Company number**

09012734

**Independent Examiner**

McBrides Accountants LLP  
Nexus House  
2 Cray Road  
Sidcup, Kent  
DA14 5DA

**COMMUNITY CHURCH, PUTNEY****TRUSTEES' REPORT****FOR THE YEAR ENDED 31 DECEMBER 2019**

The trustees of Community Church, Putney present their report as Trustees and Directors together with the financial statements for the year ended 31 December 2019 as required by Charity and Company regulations and legislation.

**Structure, Governance and Management*****Introduction***

Community Church, Putney is registered as a charity with the Charity Commission in England and Wales (Charity Registration No. 1158141) and as a company limited by guarantee (Company Registration No. 09012734) and is governed by its Memorandum and Articles of Association.

***The Trustees***

The trustees who served the charity during the year were as follows:

Jeremy Thornton Howe  
Christopher John Dimmock  
Susan Jean Hansford  
Jonathan Evans  
David Daly  
Bridget Kathleen Walker

All trustees give of their time freely and no trustee remuneration was paid in the year.

***Appointment of Trustees***

The power of appointment or removal of Trustees is vested in the Trustees.

***Structure and Decisions***

The Trustees meet quarterly and decisions are achieved by a majority of those present at meetings.

The power of investment is as if the Trustees are the beneficial owners.

***Risk***

The Trustees ensure that they meet their obligation to manage the risks relating to the aims and objectives of the charity. These are reviewed annually by the Trustees. There have been no significant risks identified during the year.

**COMMUNITY CHURCH, PUTNEY****TRUSTEES' REPORT****Financial Risk Management Objectives and Policies**

The main financial risks arising from the charities activities are credit, liquidity, fraud and price risk.

***Price Risk***

The Charity is not subject to any price risk.

***Credit Risk***

The charity receives most of its donations monthly by direct debit. There is also a weekly collection held every Sunday. The Charity does not hold any material balance sheet positions with regards to donations receivable and so does not consider credit risk a material risk. The Church does hold a balance receivable for gift aid which is receivable from the Government but considers this a low risk.

***Liability Risk***

The charity does not hold any material day to day liabilities on its balance sheet and always tries to settle any amounts owed to its creditors within the period of credit given of 30 days. The Charity does have a £1.2 million loan which was taken out to pay for the building redevelopment project. The monthly repayments on the loan are included within the Charities yearly budget and the Charity feels it can meet these requirements. The Charity provides yearly accounts to the lender to show that it has the financial resources to meet the loan requirements.

***Cash Flow Risk***

The charity prepares monthly management accounts and reports to its members on a quarterly basis. A detailed twelve-month budget is prepared for the start of the year and is used to compare against actual numbers. The board of trustees approves the forecast and signs off the year end accounts. The Charity understands its cash flow requirements and its policy is to maintain sufficient funds in a liquid form at all times to ensure that the Charity can meet its liabilities as they fall due. The Charity always keeps a £30,000 surplus in the bank account. The Charity is reliant on donations from the congregation, but numbers have been consistent over recent years which does not lead to any immediate concern on the level of donations received.

**Public Benefit**

The Trustees have regard to the Charity Commission's guidance on public benefit. The objectives of the charity are the advancement of the Christian faith according to the principles of the Baptist denomination. The level of public benefit is demonstrated by the high numbers of visitors.

**Activities Review**

To promote and explain the Christian faith through regular worship services, alpha courses, outreach activities and regular midweek groups. This includes regular events for different sectors of the community.

## COMMUNITY CHURCH, PUTNEY

### TRUSTEES' REPORT

#### **Activities Review (continued)**

Sunday services; Through January to December 2019 we have seen an average 110 people attending our Sunday worship services. This is a slight on last year (average attendance 120). There have been 295 visitors to our Sunday services and 47 people giving their details asking for more information about connecting to the church. These figures are up on the previous years. This does not include the Carol Service where we had 270 people attending of which approximately 140 were guests.

Midweek groups; Our Midweek groups have changed emphasis this year with the groups operating more geographically based. We started the year with three groups, one meeting in Central Putney, one in the Doverhouse Estate and one in the Roehampton area. And in September a new group was started in the Norbiton area. Each group meets once a week and hosts activities to help people grow in their own christian faith. Through our midweek groups, we connect with other like minded organisations locally.

Youth and children's work is carried out through a regular programme of training and activities on Sundays, youth activities on Friday evenings as well as supporting two primary schools.

To support the work of New Ground, a group of churches working across the UK and Europe, through regular financial support and partnering with a church in Romania.

The church also financially supports the work of Bethany Children's Trust. Bethany Children's trust works with churches to provide training, care and development of children at risk in various nations.

The church has a building in Putney to provide space for groups in the community to use.

The main fundraising activities are through the regular giving of church members and an offering taken up each Sunday. In addition 3 special gift day to raise funds towards the building work was undertaken. There is no outside source fund raising at present.

#### **Achievements and Performance**

##### ***Community engagement and development***

Hire of the building by various different groups continues to grow. The various groups vary from a Before and After school club to local charity and community groups and public engagement meetings. There has been an increase this year in the variety and number of groups using the building. This helps provide a com-munity space for more diverse range of people.

An online daily devotional blog has been developed and is available to anyone through our website. This to help people engage in, and grow in their understanding and faith as a Christian.

We ran two Alpha course to help people understand and explore the Christian faith with an average of 8 people per course.

## COMMUNITY CHURCH, PUTNEY

### TRUSTEES' REPORT

#### **Achievements and Performance (continued)**

Once a month Welcome Lunches were held to help new people find out more about the vision, values and activities of the church and how to get involved. In addition a Welcome Lunch was held every Sunday. In October as this has proved to be the busiest time for new people connecting with the church. An average of 8 new people attended each lunch.

We held a successful Christmas Pudding Making event in November to engage the community and members of the church. We saw over 60 people attending, half of which were not from the church.

Over the year we saw 2 people confirming their faith through Baptism.

#### ***Specific ministries***

We continue to run several specific ministries to reach the community:

**Youth:** Every other Friday a youth club was held with an average of 10 different young people attending over the year. This is up on last year and we have seen 4 new young people not connected to the church attending the Friday evenings.

**Lighthouse:** Every other week events were held for people with mental health issues. These comprised of a meal and different activities. An average of 42 people attended each week. This does not include the special Easter and Christmas Events at which saw an average of 65 guests attending.

**Little Lambs;** This is open to anyone and has a Christian emphasis through songs and story telling activities during the session. An average of 23 children attended with their parents or carers. Approximately 50% of attendees are from outside the church. There is currently a waiting list for this.

**Serendipity Cafe:** We run a Community Cafe operating on a Monday Lunch time. This is to provide a free lunch for anyone in the community. This is to help build community and provide friendship. Initially this was partnering with Fareshare to help supermarkets who are part of the scheme to use food that would otherwise be wasted. Since the Cafe has started this has expanded to include other local supermarkets and a restaurant who provide food. Between 40 and 50 people attend each week. From comments about how people are seated and welcomed, we have provided a waiting area for people waiting to be seated. This has tables and drinks available.

**School Assemblies:** 12 Assemblies across two primary schools were done

**Romania:** A team of 6 people went out to Romania to run a weekend for the church in Arad. This was to build relationships between the churches and to teach and encourage the church there with their vision and development.

#### ***Building***

We continue to meet our mortgage commitments to pay off the building development through regular giving into the building fund and hire of the building.

**COMMUNITY CHURCH, PUTNEY****TRUSTEES' REPORT****Achievements and Performance (continued)*****Training and development***

We attended the Newground churches together event . This is to provide teaching, relationship building and pastoral support to people in the church. Funding was available and used to help those who could not afford to go.

The senior Leadership team had a weekend away to plan and set the new vision and goals for the following year.

4 separate training session were run to support and develop the leaders in our midweek groups.

**Financial review*****Income***

The charity relies on income from donations of £319,783 (2018: £336,914) and investment income of £52,968 (2018: £47,627).

***Expenditure***

Resources expended on Charitable Activity have been maintained at a level consistent with the previous year. We were able to pay off an extra lump sum of £60,000 towards the loan taken out for the redevelopment of the building.

***Reserves policy***

The regular, unrestricted income is sufficient to cover the day to day running of the church, whilst the expenditure relating to specific projects, such as the current building project, is covered through restricted funds, generated through gift days and regular giving.

The agreed reserve policy for 2019 was to have available a minimum of £30,000 in unrestricted funds. Based on the risk profile of the income and expenditure, this was deemed as an appropriate amount to cover any sudden increases in expenditure or decreases in income.

Any unrestricted funds held over and above this are regularly monitored with the intention of using them to forward the church's objectives and pay off the loan on the building.

This reserve policy is regularly assessed by the trustees for appropriateness.

Reserves at the end of the year were £1,468,581.



## COMMUNITY CHURCH, PUTNEY

### TRUSTEES' REPORT

#### **Future Plans**

To continue to develop and maintain the use of the building both for the church sponsored activities and other community based groups.

To develop a greater on-line presence providing resources and opportunities for interaction within and outside the church. This will include new video and written content available through the websites and other social media platforms.

To multiply the number of midweek groups

To grow and develop the work with New Ground, especially in strengthening and supporting the church in Romania and encouragement of church members to attend the conferences.

To continue to develop and implement ideas that will encourage engagement of the community with the christian faith. This will include Alpha courses and other opportunities for discussion and questions.

To maintain and develop relationships with the two primary schools through providing assemblies.

To run and develop regular programmes around parenting and marriage and pastoral care.

To develop and grow the regular Sunday morning meetings.

To develop leaders within the church to run teams and various activities.

For the Leadership team to have a yearly weekend together to review the vision and direction of the church.

To continue the Carers and Toddlers Group

To continue the one day a week lunch programme in conjunction with the Fairshare Food programme. Following a staff strategy review, the need to have a dedicated operation manager was identified. This will be covered by a current member of staff but will be reviewed in the future.

To continue to develop and put on activities that particularly engage men in the life of the church.

#### **Impact of Covid**

At the end of the financial year, the impact of Covid 19 was not an issue. Since then, and with the lockdown situation, our activities and plans have been reviewed. The impact will mainly be on the provision of activities that we currently run and how they can be maintained using various online platforms to ensure a similar level of service. The other impact is on finances. We anticipate a significant reduction in income from hire of the building and a percentage decrease in voluntary donations from church members. However we also expect some decrease in our expenditure on our activities and building and administration costs. An adjusted budget forecast was produced in April to reflect these considerations and will be monitored closely to ensure appropriate decisions and actions are taken where necessary.

COMMUNITY CHURCH, PUTNEYTRUSTEES' REPORT**Statement of Trustees' Responsibilities**

The Trustees (who are also directors of Community Church, Putney for the purposes of Company Law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practices).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust at the year end and of the incoming resources and application of resources of the Trust for that year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice ("SORP");
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in operation.

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


In so far as the trustees are aware:

- There is no relevant information of which the charitable company's independent examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.


The report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Signed on behalf of the charity's trustees:

J Höwe  
Trustee



J.F. EVANS  
~~Chairman~~  
Trustee

Approved by the trustees on  .....

9/9/2020

**COMMUNITY CHURCH, PUTNEY**

**INDEPENDENT EXAMINER'S REPORT**

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Community Church, Putney ('the charitable company') for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

**Responsibilities and basis of report**

As the trustees of charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

**Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

**COMMUNITY CHURCH, PUTNEY****INDEPENDENT EXAMINER'S REPORT****Independent examiner's statement (continued)**

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

  
Andrew Warren, FCA

For and on behalf of McBrides Accountants LLP, Nexus House, 2 Cray Road, Kent, DA14 5DA

Date: 23/9/2020 .....

## COMMUNITY CHURCH, PUTNEY

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2019  
(Including the Income and Expenditure Account)

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	Notes	2019 £	2019 £	2019 £	2018 £
<b>INCOME</b>					
Donations	2	257,042	62,741	319,783	336,914
Investment income	2	52,901	67	52,968	47,627
Other income		234	-	234	2,077
<b>Total income</b>		<b>310,177</b>	<b>62,808</b>	<b>372,985</b>	<b>386,618</b>
<b>EXPENDITURE</b>					
<i>Expenditure on Charitable activities</i>					
Ministry	3a	148,126	-	148,126	152,112
Mission	3a	28,501	-	28,501	35,354
Grants payable	3a	25,440	-	25,440	24,702
Support and Administration costs	3b	81,209	34,978	116,187	124,830
<b>Total expenditure</b>		<b>283,276</b>	<b>34,978</b>	<b>318,254</b>	<b>336,998</b>
<b>Net movement in funds</b>		<b>26,901</b>	<b>27,830</b>	<b>54,731</b>	<b>49,620</b>
Funds balances brought forward		761,581	652,229	1,413,810	1,364,190
Fund balances carried forward		<b>788,482</b>	<b>680,059</b>	<b>1,468,541</b>	<b>1,413,810</b>

All the above results are derived from continuing activities. There are no other gains or losses other than those shown above.

The notes on pages 12 to 22 form an integral part of these financial statements.

## COMMUNITY CHURCH, PUTNEY

## BALANCE SHEET AS AT 31 DECEMBER 2019

	Notes	Funds 2019 £	Funds 2019 £	Funds 2018 £
<b>FIXED ASSETS</b>				
Tangible Fixed Assets	9		2,410,952	2,390,646
			<u>2,410,952</u>	<u>2,390,646</u>
<b>CURRENT ASSETS</b>				
Debtors	10	17,325		11,725
Cash at bank		88,233		148,443
		<u>105,558</u>		<u>160,168</u>
<b>CREDITORS: Amounts falling due within one year</b>	11	<u>(85,381)</u>		<u>(80,171)</u>
<b>NET CURRENT ASSETS</b>			20,177	79,997
<b>CREDITORS: Amounts falling due after one year</b>	12		(962,588)	(1,056,833)
<b>NET ASSETS</b>			<u><u>1,468,541</u></u>	<u><u>1,413,810</u></u>
<b>FUND BALANCES</b>				
General unrestricted fund	13		788,482	761,581
Restricted funds	13		680,059	652,229
			<u><u>1,468,541</u></u>	<u><u>1,413,810</u></u>

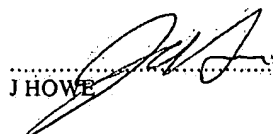
For the year ended 31 December 2019, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

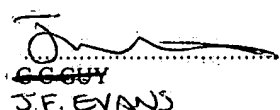
The members have not required the charitable company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Board of Trustees on 9/9/2020 and signed by:

  
J. HOWE

  
J.F. EVANS

The notes on pages 12 to 22 form an integral part of these financial statements

**COMMUNITY CHURCH, PUTNEY**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**1. ACCOUNTING POLICIES**

The financial statements have been 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 (FRS 102) (effective 1 January 2018) – (Charities SORP (FRS 102)), and applicable regulations. The financial statements are prepared to the nearest £1.

Community Church, Putney 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 notes.

The following are the accounting policies which have been applied in dealing with material items:

a) **Going concern:**

Although at the time of approving the financial statements, the UK is facing unprecedented challenges as set out in note 18 of the accounts, it is the opinion of the Trustees that the use of the going concern basis of accounting is appropriate because:

- there are no material uncertainties relating to events or conditions that may cast significant doubt about the ability of the charitable company to continue as a going concern;
- there is reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future.

b) **Funds structure:**

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There is a single restricted fund, the Property Fund, which represents money held for future expenditure on purchasing or developing the property.

Further details of each fund are disclosed in note 13.

c) **Incoming resources:**

Donated income and grants receivable are taken into account when received by the charity. Income received in circumstances where a claim for repayment of tax has been made or will be made to H M Revenue and Customs is grossed up for the tax recoverable. Any amount of tax reclaimed from H M Revenue and Customs but not yet received is shown within the charity's debtors.

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

**COMMUNITY CHURCH, PUTNEY**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**1. ACCOUNTING POLICIES (Continued)**

Donations, are recognised when they have been communicated is received in writing with notification of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting year.

Interest on funds held on deposit is included upon notification of the interest paid or payable by the Bank.

Rental income is taken in to account when receivable.

**d) Resources expended:**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure, including irrecoverable VAT, is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. For more information on this allocation refer to note (f) below.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the one year or multi-year grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled conditions attaching to that grant are outside of the control of the Church. Grants for the support of missionaries are accounted for on the basis of support that relates to the financial year.

**e) Irrecoverable VAT:**

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**f) Allocation of support and governance costs:**

Support costs have been differentiated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs relating to Trustee meetings.

**g) Charitable activities:**

The expenditure on charitable activities includes grants made, governance costs and an apportionment of support costs as shown in note 3.



**COMMUNITY CHURCH, PUTNEY**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**1. ACCOUNTING POLICIES (Continued)**

**h) Fixed assets and depreciation:**

Fixed assets acquired for use by the Church are capitalised and depreciated over their estimated useful life unless they cost less than £100 when they are written off on purchase.

Capitalised equipment is depreciated at 20% reducing balance. The land and freehold property are not depreciated on the basis that the estimated life is deemed to be so long and the estimated residual values so high that any depreciation would not be material.

**i) Reserves**

The regular, unrestricted income is sufficient to cover the day to day running of the church, whilst the expenditure relating to specific projects, such as the current building project, are covered through restricted funds, generated through gift days and regular giving.

The agreed reserve policy for 2019 was to have available a minimum of £30,000 in unrestricted funds. Based on the risk profile of the income and expenditure, this was deemed an appropriate amount to cover any sudden increases in expenditure or decreases in income.

Any unrestricted funds held over and above this are regularly monitored with the intention of using them to forward the church's objectives.

The reserve policy is regularly assessed by the trustees for appropriateness.

**j) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**k) Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition.

**l) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at transaction value.

**l) Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement as financial assets or financial liabilities. The charitable company only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value.

**COMMUNITY CHURCH, PUTNEY****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31 DECEMBER 2019****1. ACCOUNTING POLICIES (Continued)****m) Fund accounting**

Fund held by the charitable company are either:

- Unrestricted general funds – these are funds that can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**n) Key judgements and estimations**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

## COMMUNITY CHURCH, PUTNEY

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

## 2. ANALYSIS OF INCOMING RESOURCES

## (a) Donations

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2019	2019	2019	2018
	£	£	£	£
General donations	209,436	50,509	259,945	286,237
Tax recoverable	47,606	12,232	59,838	50,677
	257,042	62,741	319,783	336,914

## (b) Investment Income

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2019	2019	2019	2018
	£	£	£	£
Rent	52,901	-	52,901	47,345
Interest received	-	67	67	282
	52,901	67	52,968	47,627

## 3. CHARITABLE EXPENSES

## (a) Direct Charitable Costs

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2019	2019	2019	2018
	£	£	£	£
Ministry				
Wages, NIC and pension	148,126	-	148,126	152,112
	148,126	-	148,126	152,112
Mission				
Childrens' work	4,001	-	4,001	4,670
Catering	2,804	-	2,804	3,496
Training and education	3,189	-	3,189	2,546
Conferences	3,566	-	3,566	15,880
Other	14,941	-	14,941	8,762
	28,501	-	28,501	35,354
Grants payable	25,440	-	25,440	24,702
	202,067	-	202,067	212,168

## COMMUNITY CHURCH, PUTNEY

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

## (b) Support and Administration Costs

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2019	2019	2019	2018
	£	£	£	£
<b>Support Costs</b>				
Building repairs and renewals	6,359	-	6,359	10,902
Depreciation	18,636	-	18,636	22,785
Lighting, heating and water	12,663	-	12,663	13,645
Telephone	978	-	978	922
Building projects	6,267	-	6,267	3,595
Cleaner	8,070	-	8,070	6,766
Profit/(loss) on disposal of assets	-	-	-	-
	<u>52,973</u>	<u>-</u>	<u>52,973</u>	<u>58,615</u>
<b>Administration Expenses</b>				
Postage and stationery	839	-	839	793
Other expenses	7,788	-	7,788	5,482
Interest	-	34,978	34,978	39,749
Insurance	4,532	-	4,532	5,163
Photocopier	7,749	-	7,749	4,819
Publicity	210	-	210	106
Licences	867	-	867	2,613
Travel	-	-	-	180
Computer costs	-	-	-	509
	<u>21,985</u>	<u>34,978</u>	<u>56,963</u>	<u>59,414</u>
<b>Governance costs</b>				
Bank charges	712	-	712	717
Accounts and examination	5,539	-	5,539	6,084
	<u>6,251</u>	<u>-</u>	<u>6,251</u>	<u>6,801</u>
	<u>81,209</u>	<u>34,978</u>	<u>116,187</u>	<u>124,830</u>

## (c) Grants payable

	Institutions	Individuals	Total	Total
	2019	2019	2019	2018
	£	£	£	£
New Frontiers	-	-	-	382
Bethany Children's Trust	4,640	-	4,640	4,320
New Ground Churches	20,800	-	20,800	20,000
	<u>25,440</u>	<u>-</u>	<u>25,440</u>	<u>24,702</u>

## COMMUNITY CHURCH, PUTNEY

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

## 4. PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted 2018 £	Restricted 2018 £	Total 2018 £
Donations	278,234	58,680	336,914
Income from investments	47,345	282	47,627
Other income	937	1,140	2,077
<b>TOTAL INCOME</b>	<b>326,516</b>	<b>60,102</b>	<b>386,618</b>
<i>Expenditure on Charitable activities</i>			
Ministry	152,112	-	152,112
Mission	35,354	-	35,354
Grants payable	24,702	-	24,702
Support and Administration costs	81,426	43,404	124,830
<b>TOTAL EXPENDITURE</b>	<b>293,594</b>	<b>43,404</b>	<b>336,998</b>
<b>Net movement in funds</b>	<b>32,922</b>	<b>16,698</b>	<b>49,620</b>

## 5. STAFF COSTS

	2019 £	2018 £
Salaries	125,128	120,181
Social security costs	12,003	11,628
Pensions costs	10,995	20,303
	<b>148,126</b>	<b>152,112</b>

No employee earned over £60,000 (including taxable benefits but excluding employer pension contributions) during the year.

The average number of employees during the year was as follows:

	2019	2018
Management	2	2
Project staff	1	1
Administration	2	2
	<b>5</b>	<b>5</b>

## 6. TRANSACTIONS WITH TRUSTEES

The trustees all give freely of their time and expertise without any form of remuneration or other benefit in cash or kind.

During the year no trustee received any remuneration or expenses.

## COMMUNITY CHURCH, PUTNEY

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

## 7. NET INCOME FOR THE YEAR

This is stated after charging:

	2019 £	2018 £
Depreciation	18,636	26,023
Independent examiners fees for reporting on the accounts	550	500
Other fees (Accountancy, advice and payroll services)	3,050	2,710
	<u>22,236</u>	<u>29,233</u>

## 8. FEES FOR EXAMINATION OF ACCOUNTS

	2019 £	2018 £
Independent examiners fees for reporting on the accounts	550	500
Other fees - Accountancy	3,050	2,710
	<u>3,600</u>	<u>3,210</u>

## 9. FIXED ASSETS

	Freehold Property £	Equipment £	Total £
Cost:			
Brought forward	2,299,505	147,928	2,447,433
Additions	36,000	2,942	38,942
Carried forward	<u>2,335,505</u>	<u>150,870</u>	<u>2,486,375</u>
Depreciation			
Brought forward	-	56,787	56,787
Charge	-	18,636	18,636
Carried forward	<u>-</u>	<u>75,423</u>	<u>75,423</u>
NBV at 31 December 2019	<u>2,335,505</u>	<u>75,447</u>	<u>2,410,952</u>
NBV at 31 December 2018	<u>2,299,505</u>	<u>91,141</u>	<u>2,390,646</u>

The charity's freehold properties were last revalued on 27 November 2014 by an independent valuer. The trustees do not believe the fair value of the property has significantly changed.

## COMMUNITY CHURCH, PUTNEY

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

**10. DEBTORS**

	2019 £	2018 £
Tax recoverable	15,077	11,635
Prepayments and accrued income	2,248	90
	<u>17,325</u>	<u>11,725</u>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 £
Loans and borrowings	69,222	69,222
Accruals	16,159	10,949
	<u>85,381</u>	<u>80,171</u>

**12. CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR**

	2019 £	2018 £
Loans and borrowings	962,588	1,056,833
	<u>962,588</u>	<u>1,056,833</u>

**Loans and borrowings**

Bank loan	<u>1,031,810</u>	<u>1,126,055</u>
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The bank loan is a repayment mortgage denominated in Sterling and accrues interest at a nominal interest rate of 3.15%.

The final instalment is due on 13 October 2031. The carrying amount at year end is £1,031,810 (2018: £1,126,055).

The loan is secured by a first fixed charge over the freehold property.

Included in loans and borrowings are the following amounts due after more than five years:

	2019 £	2018 £
After more than five years not by instalments	<u>685,699</u>	<u>779,944</u>

## COMMUNITY CHURCH, PUTNEY

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

## 13. FUNDS

	At 31/12/18	Incoming Resources £	Outgoing Resources £	At 31/12/19 £
General fund	761,581	310,177	(283,276)	788,482
Property fund	652,229	62,808	(34,978)	680,059
Carried forward	1,413,810	372,985	(318,254)	1,468,541

The Property Fund is a restricted fund to be used for future expenditure on purchasing or developing property.

## Analysis of funds between net assets

	Fixed Assets £	Net Current Assets £	Long Term Liabilities £	Total £
General fund	2,044,482	(1,256,000)	-	788,482
Property fund	366,470	1,276,177	(962,588)	680,059
Carried forward	2,410,952	20,177	(962,588)	1,468,541

## 14. TAXATION

The church is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

## 15. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

## 16. MEMBERS' LIABILITY

The church is a registered company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charitable company in the event of winding up.

## 17. ULTIMATE CONTROLLING PARTY

In the opinion of the Trustees there is no ultimate controlling party of the charity.

## 18. EVENTS SINCE THE YEAR END

At the time of approval of the accounts in September 2020, the Trustees have had six months to assess the impact of Covid 19 on the charitable company during 2020. The Trustees have sought to limit impact by developing online resources and activities to ensure ongoing opportunities for interaction whilst at the same time safeguarding the health and well-being of all involved.