

# **Beeston Free Church Nottingham**

Trustees Annual Report and Financial Statements April 2017 - March 2018

Beeston Free Church  
Salthouse Lane  
Beeston  
Nottingham  
NG9 2FY

Registered Charity Number 116 0335

## Overview

The Trustees present their annual report and financial statements of the charity for the year ended 31 March 2018. It contains the following items:

- The annual report of the charity explaining the activities undertaken in the year, how the charity met its public benefit objectives and the way the church is managed.
- The annual financial report for the financial year ended 31<sup>st</sup> March 2018, the required statements and notes to the accounts.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102.

## Objectives and Activities

Beeston Free Church Nottingham is situated in south-west Nottingham just a few hundred metres away from the University of Nottingham campus and close to University Hospital Nottingham. The church is a large community-based church which is focused on serving all ages. We are a member of the Fellowship of Independent Evangelical Churches and have adopted the FIEC's Basis of Faith as the theological basis of our work.

The activities of the church involve the promotion of our beliefs and reaching out to our community and beyond, providing care and sharing our faith. The trustees of Beeston Free Church Nottingham confirm they have had regards for the Charity Commission's guidance on public benefit and believe they have met the legal requirement of S17 of the Charities Act 2011.

### *Objectives*

The charitable objectives are:-

- 1) The advancement of the Christian faith in accordance with the basis of faith primarily but not exclusively within Beeston, Nottinghamshire and the surrounding neighbourhood; and
- 2) Such other charitable purpose as shall, in the opinion of the charity trustees, further the work of the church.

### *Aims*

**Our vision:** Glorifying God through lives transformed by the gospel

**Our values:** Loving God, loving the gospel, loving the church

**Our initiatives aim to:** reach our locality, reach the nations and reach our hearts

## Activities that further the Charity's objectives

### Use of the Church Building

The church building on Salthouse Lane, Beeston is used in a wide variety of ways to support the work of the church. The local community are welcomed into the building for many of the activities.

#### *Sundays*

On Sundays the congregations at each of the worship services, which include music, singing, praying and preaching, have continued to grow; activities for children also take place alongside the service. A portable building situated behind the main building provides additional capacity to facilitate these groups.

From time to time special events make full use of the church building for both meetings and meals.

In addition, on Sunday evenings, a group for students meets for food, Bible study and reflection.

#### *Weekdays*

The church is in use almost every morning and evening, for activities including:

- Provision of children's and youth groups for 5-18 year olds.
- Provision of a community group for children under 5 and their carers.
- Provision of activities and groups for both UK and international students.
- Provision of teaching courses for those seeking to learn more about the Christian faith.
- An extensive programme of bible study groups, social groups and training involving the volunteers who lead and support these groups

Many other events take place in the church building throughout the year including holiday activities for the retired and for children, courses about subjects such as money management and the Christian faith, social evenings with food and speakers for men and ladies and special events for Christmas.

A number of events were hosted to support churches and Christian organisations locally, regionally and nationally. This has included conferences and meetings run by UCCF and a regular meetings of the Nottingham Chinese Christian Church.

### Raising Awareness and understanding our faith

At the centre of all we do as a church is the teaching of the Bible and encouragement of faith in Jesus. Some of the ways this has been done over the past year include:-

Sunday services: during the school term three services take place each Sunday, at 9:15am, 11:15am and 6:30pm. During the school holidays, services take place at 10:30am and 6:30pm. Alongside the services groups for children aged 0-11 meet.

A service also takes place at 10am every Sunday morning in Trent Vale Infant School in Beeston Rylands.

Each week a number of Bible study groups meet, in the church building and in local homes.

Weekly activities for children and young people aged 0-18, from the church and the local community, provide care, teaching and fun activities.

Throughout the year courses run and individuals meet together to work through courses such as Christianity Explored to help explain our faith to those who are interested.

During the year a number of ministry trainees have been employed. The trainees are involved in a wide range of ministry and practical tasks around the church, alongside receiving theological training at the Midland Ministry Training Course, run by the Midlands Gospel Partnership.

## Encouraging Mission and Outreach

Beeston Free Church Nottingham remains committed to being outwardly focused, sharing our faith within the local community, more broadly in the UK and through supporting international mission.

The congregation of Beeston Free Church Nottingham known as Rylands Community Church, has continued to meet at Trent Vale Infant School during the year.

Outreach events are held throughout the year, both in the church building and elsewhere in the local area, to which the congregation are encouraged to invite friends and family; this has included social evenings for ladies, men's evenings with food and speakers, a summer holiday club for children, a holiday activities day for the retired and special Christmas services.

Work amongst internationals, particularly students from the University of Nottingham, is a large part of the work of the church. A variety of groups and activities for international students and their families meet in the church building each week; day trips and weekends away are also organised regularly.

We continue to support a number of mission partners and associates, working in the UK and internationally and have established relationships with a number of mission organisations including UFM, AIM and SIM.

## Communicating our Faith and purpose

Communicating our faith is a key part of our activities as a church. Many of our activities seek to provide opportunities for those in the local community and beyond to hear the gospel and build the faith of those who believe.

Many of the events already mentioned provide opportunity for us to communicate our faith with those around us including musical events, food events with speakers, special events to celebrate Christmas, taking part in community events such as the Beeston carnival and our choir carol singing in Beeston Square.

## Grant making

One of the ways in which the church fulfils its charitable purposes is through the making of grants to projects which seek to advance the Christian faith within local communities and across the

world. The trustees are committed to carrying out due diligence to ensure that funds are applied in accordance with the charity's charitable purposes and funds are not knowingly used for money laundering, terrorist financing or bribery. Grant agreements are in place with all individuals and organisations, setting out the level of support and review periods.

## Volunteers

The large number of volunteers within the church help in every aspect of the church's work. The majority of our members and many of the congregation partner together in our ministries and in practical ways. The members and congregation of the church give in excess of 300 volunteer hours each week and the trustees recognise that without this many of the church's activities could not take place.

## Achievements and performance

The church has continued its programme of regular services and Bible teaching on a Sunday along with a number of support activities during the week.

The church supports a number of local, national and international initiatives to care for those in need and to advance the Christian faith.

This year, the staff team has remained relatively stable with no new appointments to the senior staff. As is normally the case, new trainees began work in September. For the 2018-19 academic year, the church has obtained a visa sponsor licence, to enable the employment of an additional international trainee, focused on international ministry. There are a number of individuals volunteering a day a week; one focused on ministry to children and one focused on biblical counselling.

Over the past year, the church has continued to consider options for expanding space for ministry. Four options of moving, redeveloping, multiplying and planting were considered. The church is pursuing the option of redeveloping with a view to this facilitating future planting. The objectives of the growth plan have been clarified. The intention is to:

1. expand local mission, through planting new churches and extending ministries at Salthouse Lane
2. use resources here to further the cause of national mission, expanding the training we carry out and supporting national partnerships
3. continuing to give focus to overseas mission and international student ministry which have long been strengths of the church.

Over the last year, two couples have been sent into ministry overseas. One couple moved to the Middle East in October to begin language learning and cultural familiarisation in an area of the world with very few Christians. Another couple completed language learning and have moved to a mission hospital in Madagascar. One lady in the congregation has been accepted as a mission partner and is currently investigating suitable teams for future service in Africa.

# Financial review

## I. Analysis of income

Donations to the general fund have increased by 2.7% compared to last year (2016/17 £371k, 2017/18 £381k). Cash giving has decreased, but we have seen an increased in donations direct to the bank.

Restricted fund giving varies year on year depending on the funds supported. This year has seen a reduction of £5k as the Goodwin fund was closed when John Goodwin completed his studies and was appointed an assistant minister.

## II. Analysis of Expenditure

Total costs to the general fund increased this year by 0.8% on last year (2016/17 £354k, 2017/18 £357k). Expenditure has been stable year on year and broadly in line with the 2017/18 budget, with the exception of the property development costs which were far lower than anticipated.

## III. Reserves

The trustees set an agreed budget each financial year. The operations manager has authority, with relevant consultation with the Treasurer, to work within this budget. Expenditure outside the budget must be brought before the trustees.

The trustees plan to hold the equivalent of two - three months funds in reserve in cash at the bank and in interest bearing deposit accounts.

The trustees manage the finances of the church to ensure that the financial support of the members and other givers is used to further the charitable purposes of the church. Where the reserves of the church rise above the targeted level the trustees will take action to use the surplus in connection with those purposes. If the trustees know of future costs that justify higher than the policy level of reserves these will be explained in the quarterly management accounts, the year-end report, and will be reported to the church meeting.

At the end of the year the general fund reserve fund stood at £239k (£226k of cash reserves plus assets). This is 5.7 months cover for the general fund expenses. Whilst this is above the trustees reserve target it is recognised that whilst exploration is ongoing of growth opportunities it is appropriate to hold additional reserves to cover costs of a future project.

## IV. Budget 2018-2019

A budget was presented to the church members at their March meeting and was approved. Income to the general fund for 2018/19 is forecast to be £389k. This comprises of donations of £364k, charitable activities of £10k, transfers from other funds of £13k and activities for generating funds of £2k. It is assumed that giving for the year will remain largely stable with new givers to replace leavers like for like during the year.

Spending from the general fund for 2018/19 is forecast to be £399k. This comprises of staff costs of £261k, International and UK mission costs of £44k, Ministry of Beeston costs of £30k. Property and utilities costs of £21k, administration and repair costs of £19k, property development costs of £12k and other costs of £12k.

Spending will exceed income by £10k.

Budget costs include:

- Four trainees from September 2018, including pay increases to meet the minimum wage.
- Some costs included to cover exploring property development
- Regular support for Cross Teach
- Support for Emanuele and Ilaria Paderi as Mission associates
- Possible new mission partners from October 2018

The implications of the budget plans are that reserves will remain broadly stable at around 5.4 months.

## V. Investment Policy

No long term investments are held by the church as the trustees believe the church's ongoing giving and income is very stable and the trustees consider that it would be possible to take fundraising or cost saving action in good time should it be necessary. The church's reserves are held in interest bearing instant access or short notice deposit accounts with reputable financial institutions.

## VI. Risks and uncertainties

The church, and its trustees, are potentially at risk from a number of sources. These risks are managed so as not to expose them to undue risk and trustees are kept informed so that they are able to deal with any situations that may arise. Risks are assessed and mitigated against on an ongoing basis.

The biannual risk analysis completed in February 2017 was reviewed by the trustees in February 2018.

Due regard is given to data protection to ensure that all current regulations are met. A review of the data held by the church was completed in March 2018. A revised data protection policy was approved by the trustees in November 2017 and systems are being put in place to ensure the church complies with the new General Data Protection Regulations coming into force in 2018.

## The future

- Over the coming year, detailed design work will continue regarding the development of the Salthouse Lane site, including more detailed costings and timeframes. The current plan is for development work to begin around Autumn 2019 with a view to having the work completed for Autumn 2020.
- New staff positions have been proposed in the light of the growth plan the church is considering. The intention would be for most of these new staff to be recruited during 2019/2020 ready to start at the time of the new build.
- Locally, recommendations allowing us to welcome and connect new joiners better will be implemented. The church is investigating the possibility of a weekend focused on reaching out to friends and neighbours in our community. The church is also exploring an opportunity to provide meals to serve the community. Beeston Free continues to develop the care of existing members, through the use of courses and training events.
- Nationally, the church has recently agreed to work with Crossteach as a new national partner. Several members of the congregation work for two other partners, UCCF and TLG and these partnerships will continue to be developed. Exploration of partnerships with other churches is also planned.
- Internationally, it is hoped the one new partner will join a team in Africa; work will continue with several others exploring mission for the first time. The partnerships and ministries of a number of other partners will be reviewed during the remainder of 2018.
- The church will continue to support Ben Shaw, a former attender of the church as he completes studies at the Southern Baptist Theological Seminary in Kentucky USA.

## Structure, governance and management

Beeston Free Church Nottingham is a Charitable Incorporated Organisation (CIO) registered in February 2015.

The church is governed by a Constitution and Rules. The church is a member of the Fellowship of Independent Evangelical Churches (FIEC) and the Midlands Gospel Partnership.

### *Church membership*

Church membership is open to Christians who are willing to be in active partnership with the church in the work of the gospel. At the year-end church membership stood at 226. The church members meet four times each year to conduct business meetings.

### *Organisational structure*

The church membership elects, from its number, individuals to serve as church officers, who form the trustee body. These officers are Elders, Deacons, a Church Secretary and a Treasurer. The elders and deacons are appointed for a term of three years, which can be renewed for a further three years before a period of at least year must pass before the individual becomes eligible to stand again. The secretary and treasurer are appointed annually by the church members.

The Elders are responsible for doctrinal integrity, policy and strategy. The Deacons are responsible for practical matters. The Employment and Audit Committee meet as a sub-committee of the trustee body and includes all unpaid / unconnected members of the trustees; they consider all matters related to employment and other areas where paid or connected trustees may have a conflict of interests.

The trustees meet at least four times each year and have overall responsibility for the operation and leadership of the church. The trustees draw up policies and procedures within which they and the staff operate and make decisions. The trustees delegate much of the day to day responsibilities to the church staff team. The delegation of responsibilities to committees and staff was reviewed during the 2017-18 year.

### *Staff*

The church employs a number of staff; during the year the staff team has been:

- George Hawkins                      *Senior Minister*
- Dave Bish                              *Associate minister*
- Steve Baraniak                      *Assistant minister*
- John Goodwin                      *Minister in Training / Assistant minister*
- Becky Thomas                      *Operations Manager*
- Ele Hawkins                          *Administrator*
- Ruth Evans                          *Finance Officer*

All decisions on staff remuneration and pay are made by the Employment and Audit Committee with reference to the Remuneration Policy agreed by the committee in June 2016.

### *Trainee scheme*

The trainee scheme, a yearlong discipleship programme, has continued with two trainees. In the 2016-17 academic year Simon Evans and Tom Willis served as trainees. In the 2017-18 academic year Jess Allison, Joe Butterworth and Sean Sabin are serving as trainees.

## **Reference and administrative details**

Charity Name:                              Beeston Free Church Nottingham  
Registered Charity Number:              1160335  
Charity's principal address:              Salthouse Lane, Beeston, Nottingham, NG9 2FY

Names of the trustees who manage the charity and their dates of appointments or resignation if not serving for the full reporting period:

Stuart Barlow	Chair	
George Hawkins	Chair of Elders	
David Gilkerson		
Jonathan Chambers	Chair of Employment and Audit Committee	
Philip Robinson		<i>Retired June 2017</i>
Richard Graham	Treasurer	
Rachel Mills	Secretary to the Employment and Audit Committee	
Grace Aldis		
Stephen Cragg		
Neil Johnson		
Rebecca Thomas	Church Secretary	
David Bish		
Stephen Baraniak		
Dan Goddard		<i>Elected July 2017</i>
Matt Roberts		<i>Elected July 2017</i>
Rob Goodwin		<i>Elected October 2017</i>
John Goodwin		<i>Elected October 2017</i>
David Arrowsmith		Elected July 2018
Ian Brownlow		Elected July 2018

### Names and addresses of advisers:

**Auditor:** Mrs D.J. Lockwood FCA, FCCA. Ling Phipp, Chartered Accountants and Registered Auditors, Cliffe Hill House, 22-26 Nottingham Road, Stapleford, Nottingham, NG9 8AA

**Bankers:** CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4TA  
 Stewardship, 1 Lamb's Passage, London, EC1Y 8AB  
 Kingdom Bank, Ruddington Fields Business Park, Mere Way, Ruddington, Nottingham, NG11 6JS  
 Nationwide Building Society, Kings Park Road, Moulton Park, Northampton, NN3 6NW

**Legal:** Edward Connor, 39 The Point, Market Harborough, LE16 7QU

### Names of senior staff members:

George Hawkins is the Senior Minister and leads the staff team.

Becky Thomas is the operations manager with day to day responsibility for accounting and compliance matters.

## People

Richard Graham has been the church's treasurer. His role has included the supervision and oversight of the work of the operations manager relating to financial reporting and management. The trustees are very grateful to Richard for all of his work in this area.

Zena Schofield has been serving one day per week as a Biblical Counselling Intern since September 2016, as part of Biblical Counselling UK's intern scheme. Zena has been meeting with individuals and providing training to leaders within the church. The trustees are very grateful to Zena for her work in this area.

James Thomas has been serving one day per week as the church's Children's Work Co-ordinator, supporting leaders, organising training and events and developing new areas of work. The trustees are very grateful to James for his work in this area.

**Independent Examiner's Report to the Trustees of**  
**Beeston Free Church Nottingham ('the CIO')**  
**For the Year Ended 31 March 2018**

I report to the Charity Trustees on my examination of the accounts of the CIO for the year ended 31 March 2018.

**Responsibilities and Basis of Report**

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

I report in respect of my examination of the CIO's accounts carried out under Section 145 of the Act. In carrying out my examination I have followed all applicable directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

Since the 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 matters have come to my attention in connection with the examination giving me cause to believe:

- 1) Accounting records were not kept as required by Section 130 of the Act; or
- 2) The accounts do not accord with those records.
- 3) The accounts 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 (FRS102).

I confirm that there are no matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

..... Dated .....

Mrs D J Lockwood FCCA FCA ATT(fellow)  
Chartered Accountant

Ling Phipp  
Chartered Accountants  
Cliffe Hill House  
22-26 Nottingham Road  
Stapleford  
Nottingham NG9 8AA

**Statement of Financial Activities  
For the Year Ended 31 March 2018**

	<u>Note</u>	<u>Unrestricted Funds 2017/18 £</u>	<u>Restricted Funds 2017/18 £</u>	<u>Total Funds 2017/18 £</u>	<u>Unrestricted Funds 2016/17 £</u>	<u>Restricted Funds 2016/17 £</u>	<u>Total Funds 2016/17 £</u>
<b>Income</b>							
Donations and Legacies	3	380,807	24,293	405,100	371,264	29,098	400,362
Activities for Generating Funds	4	1,624	-	1,624	3,413	-	3,413
Investment Income		646	-	646	626	-	626
Charitable Activities	5	10,581	2,649	13,230	12,167	2,229	14,396
<b>Total Income</b>		<u>393,658</u>	<u>26,942</u>	<u>420,600</u>	<u>387,470</u>	<u>31,327</u>	<u>418,797</u>
<b>Expenditure</b>							
Charitable Activities Operation of Beeston Free Church Nottingham and delivery of Mission Costs	6	356,917	29,539	386,456	353,674	28,231	381,905
Cost of Raising Funds		478	-	478	596	-	596
<b>Total Expenditure</b>		<u>357,395</u>	<u>29,539</u>	<u>386,934</u>	<u>354,270</u>	<u>28,231</u>	<u>382,501</u>
Net Income/ (Expenditure)		36,263	(2,597)	33,666	33,200	3,096	36,296
Transfer Between Funds	16	18,660	(18,660)	-	5,583	(5,583)	-
<b>Net Movement in Funds</b>		54,923	(21,257)	33,666	38,783	(2,487)	36,296
<b>Reconciliation of Funds</b>							
Total Funds Brought Forward		184,081	703,249	887,330	145,298	705,736	851,034
Total Funds Carried Forward	16	<u>239,004</u>	<u>681,992</u>	<u>920,996</u>	<u>184,081</u>	<u>703,249</u>	<u>887,330</u>

**Balance Sheet**  
**As at 31 March 2018**

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total Funds</u> <u>2017/18</u> <u>£</u>	<u>Total Funds</u> <u>2016/17</u> <u>£</u>
<b>Fixed Assets</b>	13				
Tangible Assets		13,191	670,466	683,657	706,960
<b>Total Fixed Assets</b>		13,191	670,466	683,657	706,960
<b>Current Assets</b>					
Cash at bank and in hand		234,334	11,143	245,477	183,799
Debtors	14	8,641	383	9,024	9,084
<b>Total Current Assets</b>		242,975	11,526	254,501	192,883
<b>Liabilities</b>					
Creditors falling due within 1 year	15	17,162	-	17,162	12,513
<b>Net Current Assets</b>		239,004	681,992	920,996	887,330
<b>Total Assets less current liabilities</b>					
Creditors: Amounts falling due after more than one year	15	-	-	-	-
<b>Net Assets</b>		239,004	681,992	920,996	887,330
<b>The Funds of the Charity</b>					
Unrestricted				239,004	184,081
Restricted				681,992	703,249
<b>Total Charity Funds</b>	16			920,996	887,330

The notes on pages 15 to 24 form part of these accounts

Approved by the trustees on 4<sup>th</sup> June 2018 and signed on their behalf by:-

..... Chair

..... Treasurer

**Notes to the Accounts  
For the Year Ended 31 March 2018**

**1. Basis of Accounting and going concern**

The accounts (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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The charity constitutes a public benefit entity as defined by FRS102.

The Trustees' consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**2. Accounting Policies**

a) Incoming Resources:

Recognition of Incoming Resources	These are included in the statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>● the charity becomes entitled to the resources;</li> <li>● the trustees are virtually certain they will receive the resources; and</li> <li>● the monetary value can be measured with sufficient reliability.</li> </ul>
Incoming Resources with Related Expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and Donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax Reclaims on Donations and Gifts	Gift aid receivable is included in income where there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or terms of the appeal have specified otherwise.
Contractual Income and Performance Related Grants	This is only included in the SoFA once the related goods and services have been delivered.
Gifts in Kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
Donated Services and Facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer Help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Investment Income	This is included in the accounts when receivable.
Investment Gains and Losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**Notes to the Accounts  
For the Year ended 31 March 2018 (continued)**

## b) Expenditure and Liabilities

Liability Recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Grants	<p>The grants given by the charity are voluntary payments made by the charity to further the purpose of the charity by grant making to either a person or an institution. Grant payments may be made to fund the general purposes of, or for a specific purpose of, for example funding a particular activity or service.</p> <p>The costs are shown within the charitable activities and details are given within the notes to the accounts.</p>
Grants with Performance Conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants Payable without Performance Conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Irrecoverable VAT	Irrecoverable VAT is charged against the expenditure heading for which it was incurred.
Funds Received as Agent	These amounts are shown with note 7 and do not form part of the charity income. Amounts are collected on behalf of other charities and passed over to them entirely. These are short term projects, on which gift aid tax relief is not claimed by Beeston Free Church Nottingham.
Fund Accounting	<p>Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.</p> <p>Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when the funds are raised for a particular purpose.</p>
c) Assets	
Tangible Fixed Assets for use by the Charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt. The rates of depreciation charges are: Freehold land and building SL 2% per annum, fixtures, fittings and equipment SL 10% per annum, electronic and audio visual equipment SL 25% per annum.
d) Pension Costs	The charity operates a defined contribution pension scheme. Contributions payable to the charity's scheme are charged to the statement of financial activities in the period to which they relate.
e) Holiday Pay / Sabbatical Leave	Provision is made within the accounts to include a liability as incurred for holiday pay. From time to time sabbatical leave is taken by employees but this is at the discretion of the trustees and is not a contractual obligation.
f) Lease Commitment	Lease payments are charged to the statement of financial activities as incurred.

### **Notes to the Accounts For the Year ended 31 March 2018 (continued)**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u> <u>2017/18</u>	<u>Total</u> <u>2016/17</u>
<b>3. Donations and Legacies</b>				
Gift Aid Donations	322,018	12,894	334,912	331,802
Small Gift Scheme	3,125	621	3,746	4,078
Donations	55,203	10,778	65,981	64,172
Grants and Gifts from other Charities	461	-	461	310
	<u>380,807</u>	<u>24,293</u>	<u>405,100</u>	<u>400,362</u>
<b>4. Activities for Generating Funds</b>				
Books and Audio Sales	498	-	498	403
Photocopying Receipts	1,126	-	1,126	1,060
Rental of Car Park	-	-	-	1,950
	<u>1,624</u>	<u>-</u>	<u>1,624</u>	<u>3,413</u>
<b>5. Charitable Activities - Income</b>				
Operation of Beeston Free Church Nottingham and delivery of mission costs				
Under 5's Income	-	483	483	523
Tuesday Fellowship Income	-	2,166	2,166	1,706
Events and Conference Fees	543	-	543	3,409
Alta Vista	3,179	-	3,179	1,786
Discoverers	1,582	-	1,582	540
Internationals	797	-	797	1,172
Students	4,480	-	4,480	5,260
	<u>10,581</u>	<u>2,649</u>	<u>13,230</u>	<u>14,396</u>
<b>6. Charitable Activities - Expenses</b>				
Total Staff Costs (note 8 & 10)	211,570	4,328	215,898	202,236
International and UK Mission (note 12)	38,925	4,494	43,419	42,631
Ministry of Beeston	25,523	2,081	27,604	29,515
Property and Utilities	18,273	-	18,273	19,036
Administration	18,117	-	18,117	21,593
Compliance and Membership	7,955	-	7,955	7,624
Finance Depreciation and Miscellaneous	6,710	18,636	25,346	30,234
Support / Governance Costs (note 8 & 10)	29,844	-	29,844	29,036
	<u>356,917</u>	<u>29,539</u>	<u>386,456</u>	<u>381,905</u>

**Notes to the Accounts**  
**For the Year ended 31 March 2018 (continued)**

**7. Funds received as agent**

Description	Related party	<u>Amount received</u>		<u>Amount paid out</u>		<u>Balance held at period end</u>	
		<u>2017/18</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2016/17</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Samaritans Purse	No	149	233	149	233	-	-
FIEC Training Fund	No	366	130	366	130	-	-
SIM	Yes (2016/17)	-	5,392	-	5,392	-	-
<b>Total</b>		<b>515</b>	<b>5,755</b>	<b>515</b>	<b>5,755</b>	<b>-</b>	<b>-</b>

**8. Analysis of Governance and Support Costs held within Charitable Activities**

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between the charitable activities undertaken (see note 6) in the year. Refer to the table below for the basis of apportionment and the analysis of support and governance costs

	<u>Charitable Activities</u>	<u>Support/ Governance Function</u>	<u>Total 2017/18</u>	<u>Total 2016/17</u>	<u>Basis of Apportionment</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	
Salaries, Wages and Related Costs	194,660	9,558	204,218	188,435	Allocated on time
Administration	21,238	18,834	40,072	41,505	Allocated on time
Statutory Fees (note 9)	-	1,200	1,200	1,200	Governance
Legal and Other Professional Fees	-	252	252	132	Governance
<b>Total</b>	<b>215,898</b>	<b>29,844</b>	<b>245,742</b>	<b>231,272</b>	

**9. Statutory Fees**

In 2018 an Independent Examination was undertaken for a fee of £1200, the same as in 2017.

**Notes to the Accounts**  
**For the Year ended 31 March 2018 (continued)**

**10. Analysis of Staff Costs**

a) Staff Costs

	<u>2017/18</u>	<u>2016/17</u>
	<u>£</u>	<u>£</u>
Gross Wages, Salaries and Benefits in Kind	187,223	172,604
Employers National Insurance Costs	12,784	6,311
Pension Costs (note 11)	27,191	23,684
All other staff related Costs	17,092	27,341
<b>Total Staff Costs</b>	<b>244,290</b>	<b>229,940</b>
Allocation of Staff Costs:-		
Charitable Activities	204,218	188,435
Administration	40,072	41,505
	<b>244,290</b>	<b>229,940</b>

b) Number of Employees at the Year end

	<u>2017/18</u>	<u>2016/17</u>
Ministry	4	4
Management	1	1
Administration	2	2
Trainees	3	2
<b>Total</b>	<b>10</b>	<b>9</b>

No employees received emoluments (excluding employee pension costs) of more than £60,000.

**11. Pension Costs**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund and are administered by Royal London. The pension cost charge represents contributions payable by the charity to the fund and totalled in the year £27,191. (2016/2017 £23,684)

**Notes to the Accounts**  
**For the Year Ended 31 March 2018 (continued)**

**12. Grant Making**

a) Total Value of Grants (Included within cost of International and UK Mission)

<u>Purpose for which grant is made</u>	<u>Grants to Institutions International Mission</u>	<u>Grants to Institutions UK Mission and training</u>	<u>Grants to individuals</u>	<u>Total Amount</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Mission Support	32,898	6,470	2,085	41,453

b) Grants made to Institutions

<u>Name of UK based Institutions</u>	<u>Purpose</u>	<u>Total Amount of Grants Paid</u>
		<u>£</u>
<b>International Mission</b>		
AWM	Support of F&J	1,910
AIM	General fund support	1,351
UFM	Support of J&D	7,500
UFM	Support of J&A	2,197
UFM	Support of KW	600
UFM	M&L start-up costs	4,002
SIM	Support of T&R	5,040
WEC	Support of C&S	3,208
UFM	Support of J&C	5,300
Italian Ministries UK	Support of E&I	1,000
Friends International	Nottingham fund support	790
<b>UK Mission and training</b>		
Christchurch Fulwood	Support of Ben Shaw	540
UCCF	Support of Staff workers - Helen Taylor & Elliot Hyliger	3,030
TLG	Partnership subscription to offer TLG Early intervention coaching services	900
Cross Teach Nottingham	Support of Debs Hunt	2,000

c) Grants made to individuals

<u>Name of Individual</u>	<u>Purpose</u>	<u>Total Amount Paid</u>
		<u>£</u>
Rebecca Rhodes	Reimbursement of expenses for short term mission at Lamb Hospital, Bangladesh	493
Laura Perbet	CCEF Biblical counselling studies	466
Tom Hui	Reach volunteer with Friends International	1,126

d) Discretionary grants

<u>Name of UK based Institutions</u>	<u>Purpose</u>	<u>Total Amount Paid</u>
		<u>£</u>
FIEC	FIEC training fund	500
UCCF	Relay worker Martha Leyshon-Jones	500
NUSU	NUCU Events week	500

Discretionary grants totalling £1,750 were made. Only individual gifts of more than £500 are considered material and listed. [A further £216 was spent in visits to support mission partners.]

**Notes to the Accounts**  
**For the Year Ended 31 March 2018 (continued)**

**13. Tangible Fixed Assets**

a) Cost or Valuation

	<u>Freehold Land and Buildings</u>	<u>Fixtures, Fittings and Equipment</u>	<u>Electronic and Audio Visual Equipment</u>	<u>Total 2017/18 £</u>
Additions – costs trf	931,863	115,238	64,269	1,111,370
Additions – in year	-	-	811	811
Disposals	-	-	-	-
Balance Carried Forward	<u>931,863</u>	<u>115,238</u>	<u>65,080</u>	<u>1,112,181</u>

b) Accumulated Depreciation and Impairment Provisions

	<u>SL 2% SL 50 years</u>	<u>SL 10% SL 10 years</u>	<u>SL 25% SL 4 years</u>	<u>Total 2017/18 £</u>
Depreciation - Trf	242,762	104,301	57,347	404,410
Depreciation charge for the year	18,636	1,348	4,130	24,114
Disposals	-	-	-	-
Balance Carried Forward	<u>261,398</u>	<u>105,649</u>	<u>61,477</u>	<u>428,524</u>
Net Book Value Carried Forward at 31.3.18	<u>670,465</u>	<u>9,589</u>	<u>3,603</u>	<b><u>683,654</u></b>

The land and building were transferred by charity deed in 2016 and have an insurance value of £1.5 million.

**14. Debtors and Prepayments**

	<u>2017/18 £</u>	<u>2016/17 £</u>
Prepayments and Accrued Income	9,024	9,084
Total	<u>9,024</u>	<u>9,084</u>

**15. Creditors and Accruals**

<u>Analysis of Creditors</u>	<u>Amounts Falling Due within one year</u>		<u>Amounts Falling due after more than one year</u>	
	<u>2017/18 £</u>	<u>2016/17 £</u>	<u>2017/18 £</u>	<u>2016/17 £</u>
Accruals and Deferred Income	17,162	12,513	-	-
Total	<u>17,162</u>	<u>12,513</u>	<u>-</u>	<u>-</u>

**Notes to the Accounts**  
**For the Year ended 31 March 2018 (continued)**

**16. Fund Details**

<u>Restricted Funds</u>	<u>Note</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Funds at 1.4.2017</u>	<u>Transfers</u>	<u>Funds at 31.3.2018</u>
Training	1	17,381	797	5,237	(12,710)	9,111
Building	2	-	18,636	689,101	-	670,465
Tuesday Fellowship	3	2,166	1,737	398	(150)	677
Under 5s	4	483	344	267	-	406
Baraniak	5	2,334	3,205	2,151	-	1,280
Goodwin	6	426	325	6,095	(6,196)	-
STERM	7	150	493	-	343	-
Alta	8	-	-	-	53	53
M&L start-up costs	9	4,002	4,002	-	-	-
		26,942	29,539	703,249	(18,660)	681,992
Unrestricted Funds		393,658	357,395	184,081	18,660	239,004
Overall Total 31.3.18		420,600	386,934	887,330	-	920,996

**Details of Funds Held**

1. **Training** - **For the personal support of Trainees in the Beeston Free Trainee Scheme**  
This fund is to help defray the cost of employing our trainees each year. Trainees are encouraged to fund raise as part of their training. This both enables them to experience the challenges of raising personal support which is an almost inevitable activity for those continuing in Christian work and enables home churches, friends and families to partner with us in the support of the trainees during the year they are working and serving with us. This academic year's trainees are Jess Allison, Joe Butterworth and Sean Sabin.
2. **Building** - **For the holding property assets**
3. **Tuesday Fellowship** - **For the Tuesday Fellowship group**  
Tuesday Fellowship is a mid-week group for the retired. Each meeting they take a collection which is used to cover expenses of visiting speakers, the group's expenses and donations to charities that the group chooses to support. This year they have given to the Foundation Matters, AWM, Our Daily Bread Ministries, MAF, Railway Mission and Mercy Ships.
4. **Under 5s** - **For the Under 5's group**  
Under 5's is a group for parents/carers and under 5's that meets on a Monday morning during term time in the church halls. Small contributions are taken each week, which are used for refreshments, toys and craft supplies.
5. **Baraniak** - **For the training costs of Steve Baraniak (Assistant Minister)**  
This fund was established to support Stephen Baraniak during his time as a minister in training as he worked to help set up the new congregation in Beeston Rylands and studied with the distance learning programme of RTS. This fund will continue to cover Steve's theological college tuition fees.

**Notes to the Accounts**

**For the Year ended 31 March 2018 (continued)**

6. **Goodwin** - **For the personal support and training costs of John Goodwin (whilst Minister in Training).**  
John Goodwin joined the church in September 2015 as a minister in training to work among international students and lead on evangelism, alongside studying with the Porterbrook Network. This fund was established to cover the costs of theological study and the associated employment costs related to study time. John completed his studies in July 2017 and the fund is now closed.
7. **STERM** - **For the support of short term mission**  
This fund is to support Rebecca Rhodes, one of our church members, on a short term mission trip working at the Lamb hospital in Bangladesh.
8. **Alta** - **For the Alta youth group funds**  
Alta is a youth group that meets on a Saturday night during term time. Small contributions are taken each week to buy resources and fund the activities. The fund is to keep surplus funds to enable Alta to be able to subsidise trips and weekends away for those who find it financially hard.
9. **M&L start-up costs** - **For the start-up costs of M&L**  
M&L are mission partners who we sent to the Middle East in the Autumn of 2017. This fund was to support their relocation and start-up costs

A number of transfers were made to the general fund from restricted funds for both support costs and administrative charges in line with the trustees' policies. The Under 5's and Tuesday Fellowship make small contributions to the running costs of the church from time to time and these are reflected in inter fund transactions but not noted above.

**17. Analysis of Net Assets by Fund**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds 2018</u>	<u>Total Funds 2017</u>
Fixed Assets	13,192	670,466	683,658	706,960
Current Assets / Liabilities	225,811	11,530	237,341	180,370
Long Term Liabilities	-	-	-	-
	<u>239,003</u>	<u>681,996</u>	<u>920,999</u>	<u>887,330</u>

**18. Transactions with Related Parties**

- a) Remuneration and Benefits

<u>Name of the Trustee or Connected Person</u>	<u>Legal Authority (e.g. Order, governing documents)</u>	<u>Salary &amp; Pension Value 2017/18</u> £
George Hawkins	Constitution and Rules	47,786
Eleanor Hawkins	Minutes of Employment and Audit Committee	5,905
Rebecca Thomas	Minutes of Employment and Audit Committee	23,720
Stephen Baraniak	Charity Commission Approval	36,121
David Bish	Constitution and Rules	42,413
John Goodwin	Charity Commission Approval	34,559

In addition to salary and pension staff receive on average additional benefits of £200 in Life Assurance and Permanent Health Insurance.

**Notes to the Accounts  
For the Year ended 31 March 2018 (continued)**

b) Other Transactions with Trustees or Related Parties

<u>Name of the Trustee and Related Party</u>	<u>Relationship to the Charity</u>	<u>Description of the Transaction</u>	<u>2017/18</u> <u>£</u>
David Gilkerson	Trustee of the Charity is an employee of TLG	Monthly partnership subscription to offer TLG Early intervention coaching services to named local schools	900

A total of £49,097 was donated to the charity by trustees and related parties in the year 2017/18 (£50,757 2016/17)

**19. Trustee Expenses**

These are the amounts paid to trustees or third parties for expenses incurred by trustees.

<b>Number of Trustees who were paid expenses</b>	(eight: 2018)	<u>2017/18</u> <u>£</u>
<b>Nature of the Expenses</b>	Expenses in connection with their roles as employees	3,555
	Expenses as volunteers unrelated to trustee duties	194
<b>Total Amount Paid</b>		<u>3,749</u>

**20. Trustee Indemnity Insurance**

The charity holds Trustee Indemnity insurance. The scheme provides annual cover of a maximum of £100,000. The premium is paid with the total insurance policy.

**21. Future Commitments**

Beeston Free Church Nottingham has entered into a rental commitment for Trent Vale School which can be terminated by giving three months' notice. The commitment is £350 payable each calendar month on the 16<sup>th</sup> of the month.

**22. Lease Commitments**

The charity continues a 5 year lease (commenced June 2015) for a photocopier, the quarterly payments due are £606.00 per quarter.

**23. Taxation**

The charity is exempt from Corporation Tax on its charitable activities. The Elders have reviewed the church's activities and are confident that they fulfil charitable aims and they are considered to be primary purpose.