

Charity Registration No. 1136471

Company Registration No 07227205 (England and Wales)

**HOLLAND ROAD BAPTIST CHURCH TRUST**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

TUESDAY



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A16 13/05/2014 #13  
COMPANIES HOUSE



**Caladine**  
Chartered Certified Accountants

# HOLLAND ROAD BAPTIST CHURCH TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	A Dracott J Elbourne D Gunnell R Hollingum D Treneer S Whitfield A Walker
<b>Secretary</b>	J Elbourne
<b>Charity number</b>	1136471
<b>Company number</b>	07227205
<b>Principal address</b>	71 Holland Road Hove East Sussex BN3 1JN
<b>Registered office</b>	71 Holland Road Hove East Sussex BN3 1JN
<b>Auditors</b>	Caladine Limited Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF
<b>Bankers</b>	National Westminster Bank Plc 56 Churchill Square Brighton East Sussex BN1 2ES
<b>Solicitors</b>	Lawson Lewis Blakers 11 Hyde Gardens Eastbourne East Sussex BN21 4PP

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# **HOLLAND ROAD BAPTIST CHURCH TRUST**

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# HOLLAND ROAD BAPTIST CHURCH TRUST

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2013

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### 1 Structure, governance and management

The Trustees present their report and accounts for the year ended 31 December 2013

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the church's trust deed, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

The Trust was formed on the 19 April 2010 and commenced activities on the 1 July 2010 with the transfer of the assets and work of Holland Road Baptist Church

The Church was founded by a trust deed dated 19 June 1889 and is now governed by a new constitution, "The Governing Document of Holland Road Baptist Church" as agreed at a Church Meeting on 13 March 2013, as well as being affiliated to the Baptist Union of Great Britain (a registered charity)

#### Organisational structure

The Church is managed on a day to day basis by the ministerial team in liaison with Church pastoral and administrative staff. The oversight and leadership of the Church is governed by a leadership team consisting of the Church ministers, elders and deacons. These are supported by a team of ministry group leaders.

The trustees who held office during the period to 31 December 2013 were as follows

P Deuk	(Retired 13 March 2013)
A Dracott	
J Elbourne	
D Gunnell	
R Hollingum	
G Jarvis	(Retired 13 March 2013)
D Treneer	
S Whitfield	(Appointed 13 March 2013)
A Walker	(Resigned 30 January 2013)
A Walker	(Appointed 13 March 2013)

#### Deacons, elders and trustees

Deacons are those who serve in specific leadership roles in the church and are appointed by the trustees as recommended by the elders.

The appointment of elders are nominated by the Pastor and voted on by the Church meeting.

Trustees are appointed by a Church meeting. Elders and Deacons may be appointed Trustees.

Newly appointed Trustees are provided with such induction and training as considered necessary for the role within the church which they are undertaking.

### 2 Objects

The mission statement of the church is to reach our community to make fully committed followers of Jesus Christ in this church and into the world wide mission.

To achieve this end the Church is engaged in numerous activities from Sunday worship to weekday meetings catering for all ages. The Church has also undertaken several stepstone events to appeal directly to those outside the immediate membership, some of these in conjunction with other churches within Brighton. The ongoing caring for all connected with Holland Road remains a high priority.

# HOLLAND ROAD BAPTIST CHURCH TRUST

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

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### 3 Review of activities

God has continued to show His grace towards us as a church during 2013

Two key areas where we wanted to grow as a church were in prayer and our communities. Our monthly prayer gatherings have moved to be on a Sunday evening as part of the evening service. This has helped us to raise the importance of these meetings and make them an integral part of our worship. These meetings continue to be a place where we hear from God and where we grow closer to Him and each other. As well as these regular prayer meetings we also had a program of 40 days of prayer over Lent with a particular focus of inspiring and equipping us to pray more. We also held a day of prayer and fasting in November.

Our missional communities have also continued to be an important area of focus for us as a church. The Robin Hood missional community was started this year and has been steadily growing and taking shape. This community is led by David and Laura who are seeking to model what God is calling us into as a church and the continuing call God has been placing on us to "go" to where people are.

During November we held our annual gift day in which we were seeking to raise money for several Christian ministries around the city. We were extremely blessed with over £41K raised which enabled us to give gifts to ministries such as CAP, Alternatives, Night Shelter and Basics Bank.

One of the main benefactors of our gift day was the CAP ministry which continues to help those struggling with debt in our city. This year was an exceptionally busy one for the team of staff and volunteers at CAP. They were able to help over 60 new clients who were in desperate situations with debt and we saw over 10 clients become debt free. Many clients work with us on a long term basis as they seek to repay their debt in full and learn budgeting skills that will be sustainable for the future. We again, had the privilege of sending out over 50 Christmas hampers to CAP clients which our various communities really got behind and supported.

Another area in which God has continued to bless us richly is by drawing internationals to our church. Holland Road has for many years been richly blessed by the many nations represented in our Fellowship, but God continued to bring many more people from around the globe to our church. Many of those we baptised were born overseas.

Our "United International Cafe" is our ministry to internationals and is now in its fourth year and currently welcomes around 30 international people each week from all over the world. The cafe attracts mostly those who are here studying English at a language school, but also some who are studying at university, working in or visiting the city. We have continued to offer a Bible study this past year, but are now experimenting with other informal ways of sharing the gospel, and have recently introduced an optional discussion group that runs in parallel to the cafe. The ministry also supports a small group of international students from the University of Sussex who meet on campus for Bible study and outreach. The cafe team is ably supported by a team of helpers who enjoy meeting and chatting to the students. Alongside social activities we are finding that offering friendship and hospitality are excellent first steps in sharing our faith. We are always greatly encouraged to receive positive feedback from the students, and continue to pray that their time spent with us and the gift of a Bible when they leave will make a positive lasting impact on their lives.

Alpha continues to be a key ministry of the church in terms of reaching out to our local community with the good news of Jesus Christ. This year we hosted two Alpha courses, which saw around 45 people attending.

The year has seen change in the children's work at Holland Road. We have started two new communities: Minnows for babies and pre-schoolers and The Hub for primary aged children. These groups have started well and we have a good core group of local families and children attending them each week. With different times and formats, these groups replace Parents and Toddlers which ran on a Wednesday afternoon for the past 30 years and The Hive which ran on a Tuesday evening for the past 7 years.

# HOLLAND ROAD BAPTIST CHURCH TRUST

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

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### 3 Review of activities (continued)

At Easter we went 'All Aboard' with our children's Holiday Club and averaged 80 children each day. With the church transformed into a boat and a strong team of 35 volunteers we set sail looking at Jesus and his fishermen. The teaching focused on understanding who Jesus is and how we can be following Him. This was action-packed with crafts, games, a live band and special group times.

In September we re-branded our children's work on a Sunday, calling it Discoverers, with 'Dinkys' for children aged 0-3, 'Minis' for 3-5's and 'Megs' for children aged 5-11. These groups have had new logos, adapted formats, and lots of passion and enthusiasm included as we seek to invest in the young generation. God has been blessing our work and we regularly have between 60 and 70 children in Discoverers on a Sunday.

Tadpoles continues to do a great job in serving local families on Tuesday and Thursday morning, and there are queues of families waiting to come each week. They often comment on the warmth of the church and how their children enjoy playing, singing and having fun there!

In September we took the children away for the weekend to St Barts in Balcombe. This was an action-packed weekend full of fun activities, laughter and encouraging the children to grow in their walk with God and their friendships with each other.

Discoverers '+' also helps the older children in their friendships and meets once a month on a Saturday evening for children in school years 5 & 6. They often play crazy games and go out and about to find the best chip shop in Brighton and Hove!

We continue to serve our local schools: Davigdor Infants and Somerhill Juniors. We did this in a number of ways last year: providing practical help in our Easter Big 'Out' (where we painted corridors, moved boxes, cleared rubbish and painted sheds), taking assemblies at Somerhill throughout the year, and hosting Davigdor for their Christmas concerts. All of these gave us great opportunities to build on relationships we have with people who attend the schools. Matt Lovell also had the privilege of serving as a Community Governor at Davigdor.

We are so thankful to God for all He is doing, for all the volunteers who serve the children of this community so faithfully, and of course the 200 children who enjoy coming to Holland Road each week.

Our youth ministries continue to grow and develop. In 3D we have continued to follow the main service teaching programme, identifying the key points we want the young people to appreciate in the passages and encouraging them to engage with the Bible through different options which enable them to choose a learning style they find most helpful - ie Bible study, discussion, creative response, games or drama. We have been particularly impressed with the young people's faithfulness in prayer every week which has helped to maintain links with missionary families. One highlight has been the support we have been able to give to Gilly Tyson and the boys she was helping to care for in the Hogar Belen in Argentina through financial donations and exchanging letters and cards.

Encounter, which is our youth focused monthly evening service, really kicked off properly last year after trialling it at the end of 2012. The feedback from young people and their parents has been very positive, with several of the church youth taking steps forward in their faith, as well as starting to bring friends along. It's also been a great space for them to grow in serving and using their gifts, with opportunities to get involved in production and hospitality. Going into 2014 Encounter is becoming even more youth-focused, and from Easter we will be trialling it twice a month.

Our new 'Youth Thursdays' has seen a blending of our younger and older youth nights into one. It has been fun packed, with a focus on the big questions of faith and an opportunity to attend youth alpha. Once a month we run 'Encounter extra' - before the evening service. We spend time eating together and encouraging the YP to join us in Encounter.

# HOLLAND ROAD BAPTIST CHURCH TRUST

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

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### 3 Review of activities (continued)

As well as taking some young people to Soul Survivor, we took a large group on our Tipi weekend - looking at the "I AM's" of Jesus

The Christmas events were, as always, some of the biggest of the year and some of our best opportunities to reach our local community with the good news of Jesus. This year we, again, stepped out in faith and did two Christmas candlelight services. Both services were nearly at full capacity allowing around 900 people to hear the gospel message over the two services which was a great success.

December was also a very busy month for our children's work, including visiting Somerhill Juniors for a Christmas assembly and hosting Davigdor Infants for their Christmas plays. We also had a Kids' Carol Service which saw 200 children and parents come along. It was a great time of bringing all our toddlers, children and parents together! All in all in December we impacted 700 different children with the good news of Jesus.

December also saw us as church starting to prepare for hosting the night shelter in January. We are taking part along with six other churches to provide an evening meal and place to sleep and breakfast for up to 15 homeless guests for nine Sunday evenings in starting in mid-January 2014. We will take over from a group of seven churches who have been providing this ministry since November 2013. There was a great deal of organization which needed to take place at the end of 2013 to prepare for this including getting volunteers from the church signed up to take part, getting DBS checks organized and also visiting the churches that are already doing the Night Shelter to learn from them and see how the ministry works.

God has continued to have his hand upon Holland Road Baptist Church and one of the ways we see this is through growth. We had 27 baptisms and 25 people became members.

We thank God for another year of His grace and favour and confidently pray for his blessing on 2014.

### 4 Public benefit

The Church undertakes worship, welfare and community services and in the opinion of the trustees this is considered adequate to cover the public benefit requirements.

### 5 Review of financial position

There was a surplus on the unrestricted funds for the year of £6,729 which has been added to the unrestricted reserves brought forward.

### 6 Reserves policy

The majority of the Church's funds are invested in land and buildings, which are utilised to carry out the Church's purposes. It is the policy of the Church to accumulate only an adequate level of cash and readily accessible reserves deemed sufficient to meet likely and unexpected capital expenditure needs. Subject to any donor's wishes, restricted funds are generally held to meet specific purposes or capital projects.

### 7 Investment policy

The majority of monies are invested in deposit accounts with recognised financial institutions. The Church seeks to obtain the highest possible returns consistent with a cautious attitude to risk and short term availability of such monies.

### 8 Risk management

The Trustees have considered the major risks to which the Church is exposed in particular those related to the operations and finances of the Church. They are satisfied that appropriate systems are in place to mitigate the Church's exposure to such risks, to safeguard the assets of the Church and should prevent and/or detect fraud and other irregularities.

# HOLLAND ROAD BAPTIST CHURCH TRUST

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

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### 9 Trustees' responsibilities

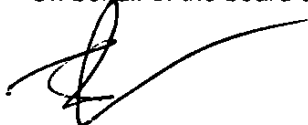
Charity law requires the Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the Church and of the income and expenditure of the Church for that period. In preparing those Financial Statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Church will continue to operate

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and to enable them to ensure that the Financial Statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

On behalf of the board of Trustees



**J Elbourne**

Trustee

Dated 8 May 2014



# **HOLLAND ROAD BAPTIST CHURCH TRUST**

## **INDEPENDENT AUDITORS' REPORT**

### **TO THE MEMBERS OF HOLLAND ROAD BAPTIST CHURCH TRUST**

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We have audited the financial statements of Holland Road Baptist Church Trust for the year ended 31 December 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of Trustees and auditors**

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of Holland Road Baptist Church Trust for the purposes of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The Trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Basis of opinion**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out in note 13 to the accounts.

#### **Opinion on accounts**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

# **HOLLAND ROAD BAPTIST CHURCH TRUST**

## **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

### **TO THE MEMBERS OF HOLLAND ROAD BAPTIST CHURCH TRUST**

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#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements, or
- the charitable company has not kept adequate accounting records, or
- the financial statements are not in agreement with the accounting records and returns, or
- we have not received all the information and explanations we require for our audit



**for and on behalf of Caladine Limited**

**Statutory Auditors**

**Chartered Certified Accountants**

Chantry House

22 Upperton Road

Eastbourne

East Sussex

BN21 1BF

Dated 8 May 2014

Caladine Limited is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# HOLLAND ROAD BAPTIST CHURCH TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	Unrestricted funds £	Restricted funds £	2013 £	2012 £
<b><u>Incoming resources</u></b>					
From generated funds					
Voluntary income		442,619	14,330	456,949	498,523
Activities for generating funds		23,615	-	23,615	20,898
Investment income		2,157	3	2,160	1,527
Incoming resources from charitable activities		24,421	719	25,140	26,421
<b>Total incoming resources</b>	<b>3</b>	<b>492,812</b>	<b>15,052</b>	<b>507,864</b>	<b>547,369</b>
<b><u>Resources expended</u></b>					
Charitable activities					
Direct church costs		244,341	35,342	279,683	259,867
Building and equipment costs		75,481	-	75,481	98,097
Support costs		59,264	-	59,264	58,399
Grants and donations		83,641	6,175	89,816	113,222
Cost of generating funds		1,385	-	1,385	-
Governance costs		6,321	-	6,321	5,320
<b>Total resources expended</b>	<b>4</b>	<b>470,433</b>	<b>41,517</b>	<b>511,950</b>	<b>534,905</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>22,379</b>	<b>(26,465)</b>	<b>(4,086)</b>	<b>12,464</b>
<b>Transfers between funds</b>	<b>10</b>	<b>(15,650)</b>	<b>15,650</b>	<b>-</b>	<b>-</b>
<b>Net incoming/(outgoing) resources</b>		<b>6,729</b>	<b>(10,815)</b>	<b>(4,086)</b>	<b>12,464</b>
<b>Gain on revaluation of fixed assets</b>		<b>-</b>	<b>36,557</b>	<b>36,557</b>	<b>563,905</b>
<b>Net movement in funds</b>		<b>6,729</b>	<b>25,742</b>	<b>32,471</b>	<b>576,369</b>
Fund balances at 1 January 2013		253,322	1,634,081	1,887,403	1,311,034
<b>Fund balances at 31 December 2013</b>		<b>260,051</b>	<b>1,659,823</b>	<b>1,919,874</b>	<b>1,887,403</b>

The notes on pages 10 to 18 form part of these financial statements

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

# HOLLAND ROAD BAPTIST CHURCH TRUST

## BALANCE SHEET

AS AT 31 DECEMBER 2013


	Notes	2013 £	£	2012 £	£
<b>Fixed assets</b>					
Tangible assets	7	1,654,071		1,615,000	
<b>Current assets</b>					
Debtors	8	22,206		20,685	
Cash at bank and in hand		248,517		256,638	
		<u>270,723</u>		<u>277,323</u>	
<b>Creditors: amounts falling due within one year</b>	9	<u>(4,920)</u>		<u>(4,920)</u>	
<b>Net current assets</b>		<u>265,803</u>		<u>272,403</u>	
<b>Total assets less current liabilities</b>		<u>1,919,874</u>		<u>1,887,403</u>	
<b>Income funds</b>					
Restricted funds	10	1,659,823		1,634,081	
Unrestricted funds	10	260,051		253,322	
		<u>1,919,874</u>		<u>1,887,403</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2013, although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 8 May 2014.

  
J Elbourne  
Trustee

  
R Hollingum  
Trustee

Company Registration No 07227205 (England and Wales)

The Notes on pages 9 to 18 form part of the financial statements

# HOLLAND ROAD BAPTIST CHURCH TRUST

## NOTES TO THE ACCOUNTS

**FOR THE YEAR ENDED 31 DECEMBER 2013**

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### **1 Accounting policies**

#### **1.1 Basis of preparation**

The Financial Statements are prepared under the historical cost convention as modified by the inclusion of Freehold Properties at market and insurance value and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the Financial Statements the Church follows the best practice as set out in the Statement of Recommended Practice Accounting and Reporting by Charities (SORP) effective March 2005.

#### **1.2 Incoming resources**

Voluntary income, donations and legacies are accounted for as received by the Church. Grants are recognised in full in the Statement of Financial Activities in the year in which they are received.

Use of premises and other income is accounted for on an accruals basis.

#### **1.3 Resources expended**

Resources expended are recognised in the period in which they are incurred and allocated to the particular cost centre to which they relate, including support costs. These costs include irrecoverable VAT.

#### **1.4 Tangible fixed assets and depreciation**

##### **Freehold property Church Premises 71 Holland Road, Hove, East Sussex**

There is no record of original cost. In the opinion of the Trustees it is impractical to place a market value on the site.

##### **Freehold properties 65 Holland Road and 18 Coleman Avenue, Hove, East Sussex**

These are shown at the Insurance valuation for 65 Holland Road and Trustees valuation (Mr Avar, a former Estate Agent) for 18 Coleman Avenue. Neither property is depreciated. It is the Trustees policy to maintain these buildings to such a standard that its residential value is not less than its book value at any given time.

##### **Fixtures, equipment and vehicles**

Fixtures and equipment costing in excess of £2,500 are capitalised. All Fixtures and equipment are depreciated on a straight line basis over 5 years.

#### **1.5 Stock**

The Church considers that the small value of stocks in hand at 31 December 2013 is insignificant and no adjustment has been made to the Financial Statements to reflect this.

#### **1.6 Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

#### **1.7 Pensions**

The Church contributes to the defined pension contribution scheme of certain staff. The contributions payable for the year are charged in the Financial Statements as part of salaries.

#### **1.8 Unrestricted funds**

These include donations and other incoming resources receivable or generated for the objects of the Church without further specified purposes and are available as general funds.

# **HOLLAND ROAD BAPTIST CHURCH TRUST**

## **NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2013**

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### **1 Accounting policies (continued)**

#### **1.9 Restricted funds**

These funds are to be used for specific purposes as laid down by the donor. Expenditure that meets these criteria is charged to the fund together with the appropriate management and support costs.

#### **1.10 Designated funds**

These are unrestricted funds earmarked by the Trustees for particular purposes.

#### **1.11 Taxation**

The Church is not liable to taxation on its activities.

### **2 Funds**

#### **Unrestricted**

The General fund oversees the day to day work of the church to include Missionary work although separate records are kept to ensure a minimum of 25% of the Church resources are allocated to Mission.

#### **Restricted**

The two properties owned by the Trust other than the Church itself are shown and held as Restricted funds.

The Building Development fund represents monies raised for the refurbishment and longer term improvements of 65 Holland Road, Hove, East Sussex.

Christians against Poverty (CAP) this fund encompasses the work of the church in helping people with debt problems under the auspices of the national charity 'Christians against Poverty'.

# HOLLAND ROAD BAPTIST CHURCH TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2013

### 3 Incoming resources

	Unrestricted funds £	Restricted funds £	2013 £	2012 £
<b>Voluntary income</b>				
Regular gifts and gift day	344,576	736	345,312	340,576
Tax refunds	67,000	250	67,250	63,856
Sundry gifts	10,526	13,344	23,870	14,598
Legacies	20,517	-	20,517	79,493
	<u>442,619</u>	<u>14,330</u>	<u>456,949</u>	<u>498,523</u>
<b>Activities to generate funds</b>				
Use of premises	23,615	-	23,615	20,898
	<u>23,615</u>	<u>-</u>	<u>23,615</u>	<u>20,898</u>
<b>Investment income and interest</b>				
Bank deposit interest	2,157	3	2,160	1,527
	<u>2,157</u>	<u>3</u>	<u>2,160</u>	<u>1,527</u>
<b>Incoming resources from activities to further the church's objects</b>				
Sale of products	319	-	319	368
Gifts re events and projects	24,102	719	24,821	26,053
	<u>24,421</u>	<u>719</u>	<u>25,140</u>	<u>26,421</u>
<b>Total incoming resources</b>	<u>492,812</u>	<u>15,052</u>	<u>507,864</u>	<u>547,369</u>

# HOLLAND ROAD BAPTIST CHURCH TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2013

### 4 Resources expended

	Unrestricted funds £	Restricted funds £	2013 £	2012 £
<b>Charitable activities</b>				
<b>Direct church costs</b>				
Salaries, NIC and pensions	174,746	-	174,746	167,365
Pastoral expenses	1,329	-	1,329	1,572
Visiting speakers	1,650	-	1,650	1,836
Conferences and delegates expenses	1,020	-	1,020	1,742
Premises for parking	7,757	-	7,757	5,940
Outreach	3,087	-	3,087	4,123
Music and drama	184	-	184	916
Books and purchases	1,577	-	1,577	1,273
Catering	3,364	-	3,364	3,296
Youthwork and other	3,079	-	3,079	3,249
Mission trips and events	31,452	-	31,452	34,974
Training	8,091	-	8,091	9,669
Group ministries	2,737	-	2,737	2,389
Staff costs (CAP)	-	30,475	30,475	10,719
CAP other costs	-	4,867	4,867	8,913
Sundries	4,268	-	4,268	1,891
	<b>244,341</b>	<b>35,342</b>	<b>279,683</b>	<b>259,867</b>
<b>Buildings and equipment costs</b>				
Church equipment renewals/repairs	5,006	-	5,006	4,601
Caretaker's salary, NIC and pension	16,149	-	16,149	16,654
Electricity, gas and water	17,562	-	17,562	14,974
Insurance	8,035	-	8,035	7,572
Manse running costs	1,127	-	1,127	1,233
Repairs and maintenance	18,525	-	18,525	17,994
Special projects expenditure	988	-	988	22,458
Household	2,387	-	2,387	2,672
Depreciation of fixtures and equipment	629	-	629	1,567
Small items of equipment	5,073	-	5,073	8,372
	<b>75,481</b>	<b>-</b>	<b>75,481</b>	<b>98,097</b>
<b>Support costs</b>				
Office and administration	5,388	-	5,388	6,142
Telephone	3,036	-	3,036	2,870
Salaries and NIC	50,840	-	50,840	49,387
	<b>59,264</b>	<b>-</b>	<b>59,264</b>	<b>58,399</b>



# HOLLAND ROAD BAPTIST CHURCH TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2013

### 4 Resources expended (continued)

	Unrestricted funds £	Restricted funds £	2013 £	2012 £
<b>Grants and donations</b>				
General gifts to organisations	23,598	6,175	29,773	33,880
Missionary support				
- Missionary organisations	16,779	-	16,779	31,841
- Missionary partners	34,564	-	34,564	42,701
South East Baptist Association	4,000	-	4,000	4,000
World Projects	4,700	-	4,700	800
	<u>83,641</u>	<u>6,175</u>	<u>89,816</u>	<u>113,222</u>
<b>Costs of generating funds</b>				
Management fees	1,385	-	1,385	-
<b>Governance costs</b>				
Accountancy	3,000	-	3,000	3,000
Auditor's remuneration	1,920	-	1,920	1,920
Professional fees	733	-	733	-
Bank charges	668	-	668	400
	<u>6,321</u>	<u>-</u>	<u>6,321</u>	<u>5,320</u>
<b>Total resources expended</b>	<u>470,433</u>	<u>41,517</u>	<u>511,950</u>	<u>534,905</u>

### 5 Trustees / Related Parties

The following that were trustees throughout or for part of the year, received salaries and pension contributions in respect of their work as employees of the Church

		2013 £	2012 £
<b>Salaries</b>			
P Deuk	(Elder and Evangelist)	24,204	24,478
D Treneer	(Pastor)	36,600	35,616
R Dracott	(Wife of Trustee)	4,354	5,970
S Walker	(Wife of Trustee)	5,028	-
<b>Pension contributions</b>			
P Deuk	(Elder and Evangelist)	2,780	2,944
D Treneer	(Pastor)	3,660	3,562
R Dracott	(Wife of Trustee)	435	522
S Walker	(Wife of Trustee)	502	-

Trustees are reimbursed any expense costs directly incurred on behalf of the church

# HOLLAND ROAD BAPTIST CHURCH TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2013**

### **6 Employees**

#### **Number of employees**

The number of employees during the year was

	<b>2013</b>	<b>2012</b>
	<b>Number</b>	<b>Number</b>
Direct church activities	<b>6</b>	<b>6</b>
Building	<b>1</b>	<b>1</b>
Support	<b>2</b>	<b>2</b>
Time Team	<b>4</b>	<b>6</b>
	<b>13</b>	<b>15</b>

#### **Employment costs**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Salaries	<b>206,688</b>	<b>199,114</b>
Social security costs	<b>15,941</b>	<b>15,943</b>
Other pension costs	<b>19,106</b>	<b>18,349</b>
	<b>241,735</b>	<b>233,406</b>

There were no employees whose annual emoluments were £60,000 or more

Contributions totalling £19,106 (2012 £18,349) were made to the personal defined contribution schemes of 9 employees

The above costs do not include salaries paid for the Christians Against Poverty Fund which is regarded as a separate entity and was transferred to a separate trust on 1 January 2014

# HOLLAND ROAD BAPTIST CHURCH TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2013

### 7 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1 January 2013	1,615,000	115,524	1,730,524
Additions	-	3,143	3,143
Revaluation in year	36,557	-	36,557
<b>At 31 December 2013</b>	<b>1,651,557</b>	<b>118,667</b>	<b>1,770,224</b>
<b>Depreciation</b>			
At 1 January 2013	-	115,524	115,524
Charge for the year	-	629	629
<b>At 31 December 2013</b>	<b>-</b>	<b>116,153</b>	<b>116,153</b>
<b>Net book value</b>			
<b>At 31 December 2013</b>	<b>1,651,557</b>	<b>2,514</b>	<b>1,654,071</b>
At 31 December 2012	1,615,000	-	1,615,000
Freehold land and buildings are valued as follows			
65 Holland Road, Hove, East Sussex At 2013 insurance valuation			1,166,557
18 Coleman Avenue, Hove, East Sussex At 2013 valuation			485,000
			<b>1,651,557</b>

There is no record of original cost of the Church premises 71 Holland Road, Hove, East Sussex and in the opinion of the trustees it is impractical to place a value on the site. The Church property is held on trust by The Baptist Union Corporation Trust as trustee for the Church.

### 8 Debtors

	2013	2012
	£	£
Tax refunds	19,644	18,156
Prepayments and other debtors	2,562	2,529
	<b>22,206</b>	<b>20,685</b>

### 9 Creditors: amounts falling due within one year

	2013	2012
	£	£
Accruals	4,920	4,920

# HOLLAND ROAD BAPTIST CHURCH TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2013

### 10 Movements in funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes

	Movement in funds					Balance at 31 December 2013 £
	Balance at 1 January 2013 £	Incoming resources £	Resources expended £	Transfers £	Revaluation gains or losses £	
<b>Unrestricted funds</b>						
General	131,772	403,606	(378,335)	(15,167)	-	141,876
Missionary	32,500	89,206	(92,098)	-	-	29,608
Legacies	89,050	-	-	(483)	-	88,567
	<u>253,322</u>	<u>492,812</u>	<u>(470,433)</u>	<u>(15,650)</u>	<u>-</u>	<u>260,051</u>
<b>Restricted funds</b>						
Christians Against Poverty (CAP)	20,761	15,052	(41,517)	15,650	-	9,946
Property	1,582,535	-	-	-	36,557	1,619,092
Building development	30,785	-	-	-	-	30,785
	<u>1,634,081</u>	<u>15,052</u>	<u>(41,517)</u>	<u>15,650</u>	<u>36,557</u>	<u>1,659,823</u>
<b>Total</b>	<u>1,887,403</u>	<u>507,864</u>	<u>(511,950)</u>	<u>-</u>	<u>36,557</u>	<u>1,919,874</u>

#### Notes

- Mission work is regarded as an integral part of the Church activities and part of the general fund. However, for accounting purposes a separate designated fund is maintained therefore necessitating transfers between the two funds.
- The sum of £483 was transferred from the Legacy fund to the General fund during the year.
- The sum of £15,650 was transferred from General funds to Christians Against Poverty fund.
- The total church properties value includes a portion in General unrestricted funds, and is represented by

	£
General Fund	32,465
Property Fund	1,619,092
	<u>1,651,557</u>

# HOLLAND ROAD BAPTIST CHURCH TRUST

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2013

### 11 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 December 2013 are represented by			
Tangible fixed assets	34,979	1,619,092	1,654,071
Current assets	229,992	40,731	270,723
Creditors amounts falling due within one year	(4,920)	-	(4,920)
	<u>260,051</u>	<u>1,659,823</u>	<u>1,919,874</u>

### 12 Commitments under operating leases

At 31 December 2013 the company had annual commitments under non-cancellable operating leases as follows

	2013 £	2012 £
Expiry date		
Within one year	-	1,260
Between two and five years	1,245	-
	<u>1,245</u>	<u>1,260</u>

### 13 Auditors' ethical standards

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions Available for Small Entities are that, in common with many charities of our size and nature we use our auditors to assist with the preparation of the accounts

# HOLLAND ROAD BAPTIST CHURCH TRUST

## UNRESTRICTED FUNDS - APPENDIX FOR THE YEAR ENDED 31 DECEMBER 2013

	General fund £	Missionary fund £	Legacy fund £	Total 2013 £	Total 2012 £
<b><u>Incoming resources</u></b>					
Donations and legacies	377,521	65,098	-	442,619	495,208
Activities for generating funds	23,615	-	-	23,615	20,898
Investment income	2,151	6	-	2,157	1,520
Incoming resources from charitable activities	319	24,102	-	24,421	26,421
<b>Total incoming resources</b>	<b>403,606</b>	<b>89,206</b>	<b>-</b>	<b>492,812</b>	<b>544,047</b>
<b><u>Resources expended</u></b>					
Direct church costs	210,993	33,348	-	244,341	240,235
Buildings and equipment costs	75,481	-	-	75,481	98,097
Support costs	58,725	539	-	59,264	58,399
Grants and donations	25,698	57,943	-	83,641	103,748
Costs of generating funds	1,385	-	-	1,385	-
Governance costs	6,053	268	-	6,321	5,320
<b>Total resources expended</b>	<b>378,335</b>	<b>92,098</b>	<b>-</b>	<b>470,433</b>	<b>505,799</b>
<b>Net incoming/(outgoing) resources before transfers</b>	<b>25,271</b>	<b>(2,892)</b>	<b>-</b>	<b>22,379</b>	<b>38,248</b>
<b>Transfers between funds</b>	<b>(15,167)</b>	<b>-</b>	<b>(483)</b>	<b>(15,650)</b>	<b>(19,200)</b>
<b>Net movement in funds</b>	<b>10,104</b>	<b>(2,892)</b>	<b>(483)</b>	<b>6,729</b>	<b>19,048</b>
<b>Fund balances at 1 January 2013</b>	<b>131,772</b>	<b>32,500</b>	<b>89,050</b>	<b>253,322</b>	<b>234,274</b>
<b>Fund balances at 31 December 2013</b>	<b>141,876</b>	<b>29,608</b>	<b>88,567</b>	<b>260,051</b>	<b>253,322</b>