



Acton Baptist Church CIO

This is the first annual report of Acton Baptist Church covering the period from registration as a charity on 4 July 2018 until the year end on 31 December 2019. Although notionally covering a period of just under 18 months Acton Baptist Church CIO ("the church") only took over the operations of the previous unregistered charity, an unincorporated association also known as Acton Baptist Church ("old ABC"), on 1 October 2019.

Aims and purposes

Acton Baptist Church has operated as a church at its current location in Church road, Acton since 1864. Its principal purpose is the advancement of the Christian faith, which we do in and from our buildings. It is in membership of the Baptist Union of Great Britain and the London Baptist Association

Objectives and activities

The church minister, elected Charity trustees and staff along with the membership are committed to enabling as many people as possible to hear about Christian faith and to be able to worship as a community at our church

We aim to put our faith into practice through worship, ministry, mission, fellowship and evangelism – what we understand to be the 5 New Testament purposes.

Public benefit

The charity trustees have considered the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. We seek to enable any person to explore and live out their faith regardless of whether they are members of the church.

Our services and activities are open to any person to attend and our work with children and young people, including through the Living Room project, do not require those children or their parents or guardians to have any faith or to be members of the church.

In addition, we are fortunate to have good sized halls that can be made available for a variety of community activities and events. Since 1 October 2019 our rental income includes hiring out the buildings to another church for its own services and to a variety of groups providing gymnastics, dance and toddler groups to the community at large.

We have a prohibition against the consumption of alcohol within any of the church buildings, and we do reserve the right to refuse to rent our property for political, religious or community activities which we think are not consistent with our objectives or which otherwise might run contrary to our desire to play our part in building up a diverse, inclusive and peaceful community of peoples of all faiths and none in our area.

Acton Baptist Church CIO, 10 Church Road, Acton W3 8PP

E: actonbaptistchurchuk@gmail.com

www.actonbaptistchurch.co.uk

Registered Charity No. 1179061

Church services and outreach

We hold a public church service at 10:30am on every Sunday. At least once a month we have an all age service and we take communion together as a church at least twice a month during the Sunday service. Except when there is an all-age service, we run Sunday groups for children and young people which are reported on below.

As mentioned above, all are welcome to attend our Sunday service.

In the period in question we have had between 50 and 80 attendees on an average Sunday.

Periodically, we join with other churches in the near neighbourhood for joint services.

We baptise in accordance with the Principles of the Baptist Union so would want to know that the person, whether adult or young person, has made a deliberate decision for themselves. We are fortunate to have a baptistry built in and have in the past baptised adults from other churches. We have not had a baptism between 1 October 2019 and 31 December 2019.

Whilst we have had no marriages since 1 October 2019, we do hold funerals and marriages, invariably they are for a member or someone who has a connection to a member.

The Turning – a national initiative about evangelism - has given the church the opportunity to mobilise church members who feel called and are willing to meet with people on the streets or other times to talk about making a Christian commitment. Four members went out on the streets of Acton in September with twenty or more other believers and over a period of six days more than ninety people made a Christian commitment and gave their details to be followed up.

Discipleship/ Mentoring.

The church offers discipleship/ mentoring on a one to one basis as and when it is needed. The material covers the basic doctrines of the Christian faith. We currently have 10 members of the church ready to participate in discipleship/ mentoring planned to take place in 2020. Whilst we do not limit the course to those actually in membership, the nature of the course is that we expect those who are interested would be at least regular attenders.

Prayer

For at least the past year it has been encouraging to have pauses for prayer during worship and throughout the service in small groups. Prayer for each other happens naturally after services over coffee. There is a regular Friday morning prayer open to all, where members of the church join with members of other churches to pray for our community.

A prayer evening is held on the last Sunday of each month in the church.

Pastoral care

Pastoral care at Acton Baptist church is administered in a number of different ways.

The Minister regularly visits those members and long-term friends of the church who are house bound. There are also people admitted to hospital and those who are suffering from long- or short-term illness. The Minister will also visit those on request on a very wide range of pastoral concerns.

Several people in the church visit members and friends going through various difficulties, although this is not necessarily in an official capacity on behalf of the church. Pastoral care is also carried out in the House Groups.

House Groups.

House-based groups continue to be an effective way for people to meet together to study the bible, pray for each other's needs and have fellowship. There are three groups that meet regularly.

The West Ealing group usually meets every two weeks on Thursday at a member's home. The Central Acton group meet Thursday afternoon at the church. The North Acton group are meeting weekly on Tuesdays at the church. About a third of church members attend a group.

Young people's work

It's been a busy year for Blazin' God (the church activities with high school age youth almost invariably delivered on a Sunday during or after the main service). We have a group of nine young people – all of whom are drawn from families which attend church. We have studied a variety of topics including:

- mental health and the Bible,
- gifts that we can bring to the church; and
- Radical Jesus.

We have had a good turnout for leaders' meetings and socials, which has helped develop and grow us as a team. Our highlight of the year was the youth planning and leading a very successful Carol Concert with everyone having a part to play. To finish the year, we held our Christmas meal which the youth were very grateful for. Numbers have been stable and we hope to engage the youth with activities to encourage them to invite their friends in the coming year.

Children's Work

Creche: This year we have restarted a creche on Sunday mornings during the service to accommodate a few young babies we now have in the congregation. We have a rota, made up of parents and other volunteers who are DBS checked. It is good that we can offer this space to those with young children in which they can relax and listen to the service.

Toddler Group: Sadly, the Toddler group closed prior to 1 October 2019 due to staff shortage. The group has had a great impact with local parents over the years and we are keen for this to start up again very soon.

Amongst the Trustees, the Children's and Youth Co-ordinator oversees the above activities.

Living Room

The Living Room youth club has been running for over 8 years. During this past year we have provided a safe space for young people aged 11 to 18 in Acton in various venues - the halls of Acton Baptist Church and at Ark Acton Academy as well as outside in the centre of Acton. As well as having fun the young people we work with find support and a listening ear. On Wednesdays they can also have a hot meal. The work is delivered by 2 paid staff and some volunteers. The young people that we work with come from many local schools but the majority of our work is with Ark Acton Academy.

Safeguarding

The Trustees are ultimately responsible for safeguarding. The Church has a Safeguarding Policy and it is currently being reviewed and updated where necessary. Safeguarding training

for Trustees, youth and children's workers and those in the worship group took place just after the year end.

We believe it is the responsibility of all members of Acton Baptist Church to make sure that all children, young people and vulnerable members of the church are kept safe.

Buildings

The church owns its own buildings and the legal titles to these are held by the London Baptist Property Board Limited.

The sanctuary and the halls are of generous size and allow the church both for its own benefit and for wider community benefit carry on any of the activities it wishes to.

The buildings are a source of significant expense in terms of running costs and day to day maintenance but, we are fortunate to receive income from the hiring out of the halls which can offset a lot of the running costs and day to day maintenance. Additionally, the manse, which provides accommodation to the minister was purchased by the old ABC in January 2019 and requires less urgent maintenance and has lower running costs than the old manse.

There is a project to significantly refurbish the sanctuary. This project started some years ago in old ABC and it has been inherited and adopted by the church since 1 October 2019. The intention is to carry out a very substantial series of alterations and enhancements to the sanctuary area to address accessibility and to ensure that the space is far more flexible and allows a wider range of activities to be carried on in the sanctuary. This will likely include improving the servery, installing a creche and removing the pews. This will also include the removal of an internal wall and the insertion of some glass internal walls so as to provide a more welcoming and an easier visitor journey into the sanctuary itself. At the same time, we will seek to improve the insulation and heating as well as to provide any minor enhancements to the audio-visual capability.

Having used architects to prepare and submit tender documents to a series of builders, we are now in discussion with two of the latter to provide a modified and cheaper scheme as the tenders it turned out to be very materially more expensive than we had understood would be the case to that point. We hope a decision will be made in the first half of 2020 as to how and with whom to best proceed to ensure that the project can achieve the majority of our aims but significantly within the existing reserves that the church holds.

We continue to welcome rentals for community activities to be carried on in the church halls and we are fortunate to have several long term hirers.

Finance

As mentioned earlier, the church is the successor charity to a longstanding unincorporated association also known as Acton Baptist Church. After registration as a charitable incorporated organisation there was a considerable delay before the necessary requirements were met to allow the transfer of the entire undertakings, including staff of the old Acton Baptist Church, to this present church.

The principal cause of there being over one year between incorporation and the effective commencement of operations was the delay in being provided with consent to make such transfer by the trustees of the Baptist Union Pension Scheme. This consent was needed in order to ensure that the transfer of the entire undertaking did not constitute a cessation event under pension law and trigger a requirement to pay off the actuarial deficit in full, a sum which varies year on year but as at 20 September 2019 the estimated employer debt stood at

£115,800. Following transfer, the church is now responsible for its own obligations and those of the old ABC to the pension scheme and under Pension law. The estimated employer debt as at 31 December 2019 was £79,900.

The transfer of undertakings occurred moments after the pension trustees gave approval. However in order to ensure that regular payments that were made to the older Association would transferred across to the new and to do with other administrative matters, the old association's accounts at Barclays Bank were left open after 1 October 2019 but under the terms of the agreement, the assets within them and the activities were those of the church.

However, despite an instruction to close the accounts before 31 December 2019, Barclays Bank did not do that and it was only in the first days of 2020 that the final balances of Barclays were transferred across as requested to the church account at CAF bank – though there was no activity on the Barclays accounts after 31 December 2019.

Prior to 1 October 2019, the only expenditure of the church related to the £5 monthly bank charge for having accounts with CAF bank. On commencement of activity on the 1st of October 2019, old ABC held £40,252.22 at Barclays. The receipts and payments account consolidates any relevant receipt or payment made from the old association accounts at Barclays as well as at CAF to give a true position of the church to 31 December 2019.

The accounts are set out around three types of funds for transparency – (i) the unrestricted funds, (ii) the designated fund which consists only of an amount which has been earmarked for any restarted parent & toddler work and represents our historic assessment of the funds that had accrued from such activity before 1 October 2019 and (iii) the restricted funds.

As regards the unrestricted funds, the total receipts were £19,296 and total payments £49,529. The sources of income are regular offerings from church members (£11,926) and hall hire (£5,147) and interest earned from the bank accounts and the balance of the previous manse sale (£2,222). The deficit of £30,232 can be explained by the carrying out of works to repair the front face and roof line of the church building (£26,820) and other works plus professional payments in relation to the wider building project.

There is a significant asset of a prospective gift aid reclaim, £22,405 – the vast majority of which had accrued before 1 October 2019 and which the Trustees believe on the basis of prior years will be recoverable. A small part of that gift aid reclaim will be credited to the Living Room – a restricted fund - to reflect a donor's wishes. The church will be applying to register for Gift Aid in 2020.

The restricted funds have three components – the Living Room funds which have been granted or fundraised for the Living Room project specifically (£19,346.58); the Building funds which have been donated for building works specifically (£13,983.91); and then a series of third party funds which reflect collections and offerings that have been made on a Sunday by the congregation for a charitable cause (five chosen recipient charities totalling £882.32).

The Living Room also records at the year-end a prospective receipt of a grant of £3,741 which reflects late payments under a multi-year grant – the sum was received in full on 17 February 2020.

The liabilities relate to deposits for hall hire or just the timing of end of year invoices (both of which were paid in January 2020). There is a potential liability of £4,752 for professional services rendered to old ABC but invoiced on 10 October 2020. The trustees are seeking evidence the works were carried out. The sum has been considered against the reserves policy as discussed below.

The church has no loans, whether secured or not, and has not given a guarantee.

Reserves Policy

The church looks to keep £50,000 in unrestricted reserves at any time as that is a little over 9 months general expenditure based on the past and expected needs. This excludes expenditure on the building outside of minor maintenance and upkeep. There is a Building fund, as noted above, for some of the larger repairs but at this time, the significant expected building project will be funded within existing additional reserves and any additional amounts specifically raised.

As at the year end the cash reserves were £526,239. But it is expected up to £475,000 will be needed in 2020 for the building refurbishment detailed above. None of that has been incurred at the year-end or the date of this report.

The balance not needed for building works would leave on current figures a reserve of £51,239 reserves.

Liabilities at the year-end reduce that by £682 and as noted above there is a potential liability £4,752 reducing that figure. Set against that there is a gift aid reclaim asset of £22,405 is not included in the above reserve figures but which is expected to be collected in during 2020.

Beyond any risks that may arise associated with the building project, the Trustees do not consider any other matters might threaten the ongoing solvency and sustainability of the church. The Trustees have insurance policies in place for a prudent range of perils.

The Living Room Project aims to be self-funding. The build-up of reserves means close to a year's expenditure is held. However, a grant which has covered staff costs for 3 years ends at 31 August 2020 and would need to be replaced, preferably by the end of 2020.

No fund is in deficit.

Structure, governance and management

The church is a Charitable Incorporated Association. Its governing document is an association constitution based principally on the model agreed for member churches of the Baptist Union of Great Britain.

Trustees are drawn from the membership and elected by them in secret ballot. Any person wishing to serve must be nominated by two other members. The offices of church secretary and treasurer are chosen by the Trustees from amongst themselves. Any Minister for the time being is a Trustee.

Reference and administrative details

Charity name	Acton Baptist Church CIO
Other name the charity uses	N/A
Registered charity number	1179061
Charity's principal address	10 Church Road, Acton, London, W3 8PP

Names of charity trustees who manage the church

Name	Office (if any)	Dates if not acted for whole year
Frances Bellis		
Josephine Choji-Davou		

Michael Drake	Minister	
Valerie Drake		
Colin Nicoll		
Elizabeth Nicoll		
Nayan Jugmohan		
Laura Kellard		10 March 2019
Neil Kellard	Church Secretary	
Sarah Robson		
Guy Sears	Treasurer	From 7 Dec 2018
Geraint Huw Thomas		

Name of trustees holding title to property belonging to the charity



Trustee name	Dates acted if not for whole year
London Baptist Property Board Limited	From 1 October 2019

Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature		
Full name	Neil Michael Kellard	Guy Russell William Sears
Position	Church Secretary	Treasurer
Date	21 February 2020	

Charity Name		No	
ACTON BAPTIST CHURCH CIO		1179061	
Receipts and payments accounts			
For the period from	Period start date	To	Period end date
	4 July 2018 Incorporation		31-Dec-19

These accounts consist of:

1. Section A - Receipts and Payments – there were no asset and investment sales or purchases and so sections A2 and A4 of the reporting template are excluded
2. Section B - Statement of Assets and Liabilities at 31 December 2019
3. Section C - Notes and further information

The accounts have been prepared on a receipts and payments basis.

There are no prior year comparisons as these are the first set of accounts, running therefore from incorporation on 4 July 2018.

Transfer of undertakings (notes to entry A6 below)*

On 1 October 2019 the charity took over all the undertaking, assets and liabilities of an unregistered charity also called Acton Baptist Church ("old ABC").

The assets consisted of a cash balances and other assets and liabilities. The Table below records the cash balances:

	£
At Barclays Bank (in the name of old ABC)	40,252.22
At the London Baptist Property Board	555,608.91
Total at A6*	595,861.13

At the time of the transfer the restricted fund balances were as shown in the table at Section C Part I and totalled £33,879.06.

At the time of the transfer the charity had £965 in CAF bank accounts and a liability to repay £1,000 loaned by a trustee to allow the accounts to be opened.

Section A - Receipts and Payments

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
A1 Receipts	£	£	£	£
<i>Offerings and donations</i>	11,926.87			11,926.87
<i>Interest on bank accounts</i>	2,222.14			2,222.14
<i>Income for Living Room</i>			6,155.00	6,155.00
<i>Giving for 3rd parties funds</i>			396.01	396.01
<i>Activities (hall hire)</i>	5,147.00			5,147.00
Total receipts	19,296.01	0.00	6,551.01	25,847.02



	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
A3 Payments				
Salaries and pensions	-10,309.68		-5,843.86	-16,153.54
Outside speakers	-164.00			-164.00
Payroll costs	-129.00			-129.00
Heat, water, council tax and light	-1,738.99			-1,738.99
Internet and phone	-218.22			-218.22
Office and church supplies and consumables	-33.75		-129.90	-163.65
Books and teaching materials purchased	-6.99			-6.99
Conferences, regionals, events and courses	-672.81		-40.00	-712.81
Subsistence, drinks & meals	-256.41	-182.80	-53.50	-492.71
Travel incl car costs	-338.75			-338.75
Outreach and publicity	-363.43		-30.00	-393.43
Ministry			-120.00	-120.00
Other miscellaneous expenses	-122.58			-122.58
Building repairs and maintenance	-28,512.00			-28,512.00
Building upkeep and cleaning	-675.00			-675.00
Donations to charities and community projects	0.00			0.00
Bank charges	-113.97			-113.97
Insurance and subs	-1,461.06			-1,461.06
Audit	-852.00			-852.00
Repay Hirer deposit	-50.00			-50.00
Building project	-3,510.00		0.00	-3,510.00
Total payments	-49,528.64	-182.80	-6,217.26	-55,928.70
Net receipts/payments (A1 – A3)	-30,232.63	-182.80	333.75	-30,081.68
A5 Transfers between funds (£)	-5,509.98	5,509.98		0.00
A6 Cash funds at beginning of accounting period (£)	0.00	0.00	0.00	0.00
A6* Transfer of undertaking on 1 October 2019 (£)	561,982.07	0.00	33,879.06	595,861.13
Cash funds this year end	526,239.46	5,327.18	34,212.81	565,779.45

Section B Statement of assets and liabilities at the end of the period					
Categories	Details	Unrestricted funds	Designated funds	Restricted funds	
B1 Cash funds	CAF Bank accounts	9,823			
	Barclays Bank accounts (old ABC)	13,081	-		-
	Petty cash	46			
	Deposit at London Baptist Property Board	503,290	5,327		34,213
	Total cash funds	526,239	5,327		34,213
B2 Other monetary assets	Advance to Minister against expense account	300	-		-
	Prospective HMRC gift aid reclaim	22,405			-
	Balance on Minister utility payments	67	-		-
	Repayment due from CCLI	504	-		-
	Grants overdue to Living Room				7,491
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
B3 Investment assets	Nil		-		-
B4 Assets retained for the charity's own use					-
	Manse at Cloister Road	Unrestricted	875,000		-
	Church Building and Land at Church Road	Unrestricted			-
	Organ at Church Road	Unrestricted			-
	Audio visual equipment	Unrestricted			-
	Furniture at church and Manse	Unrestricted			-
	Living Room project Furniture and equipment	Restricted			-
		Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Hall hire deposits	Unrestricted	550		
	Two supplier creditors		132		
31 Dec 2019					

The attached notes in Section C form part of these Receipts and Payments accounts.

The Trustees declare that they have approved these Receipts and Payments accounts on 21 February 2020

Signed on behalf of the charity's trustees/directors

Signature		
Full name	Neil Michael Kellard	Guy Russell William Sears
Position	Church Secretary	Treasurer
Date	21 February 2020	

Section C – Notes and further information

Part I

The following table provides details on the Designated and Restricted funds (excluding the Living Room project which is reported upon in Part II).

	As at 1 October £	Income £	Expenditure £	Designation £	As at 31 December £
Designated Fund					
Parent & Toddler	0.00	0.00	-182.80	5,509.98	5,327.18
Restricted Funds					
Home Mission Fund	329.92	0.00	0.00		329.92
Baptist Missionary Society	17.49	0.00	0.00		17.49
Tearfund	0.00	152.69	0.00		152.69
Christian Aid	0.00	243.32	0.00		243.32
Acton Homeless Concern	138.90	0.00	0.00		138.90
Building Fund	13,983.91	0.00	0.00		13,983.91
Living Room	19,408.84	6,155.00	-6,217.26		19,346.58
Total Restricted	33,879.06	6,551.01	-6,217.26		34,212.81

Designated Fund

The Parent & Toddler fund had money transferred to it as a designated fund by the Trustees when the assets were transferred from the old unregistered association (“old ABC”) on 1 October 2019 to recognise sums previously held for such work and with a hope that in the near term such work could start again with the benefit of such funds.

The Restricted Funds

These are comprised of money collected for five 3rd parties and two restricted funds of the charity.

The five entities for which money has been collected are:

1. Home Mission Fund is a fund of the Baptist Union of Great Britain to support other Baptist churches and individuals where finance is needed.
2. The Baptist Missionary Society is registered in England and Wales as a charity (no. 1174364) and is engaged in Christian mission overseas.
3. Tearfund is registered in England & Wales as a charity (no.265464) and works to end global poverty.
4. Christian Aid is registered in England & Wales as a charity (no.1105851) and works to end poverty worldwide.
5. Acton Homeless Concern is registered in England and Wales as a charity (no. 1058819) and operates a drop-in day centre in Acton for homeless people and people from other disadvantaged groups.

The two other restricted funds are:

1. The Building Fund reflects the balance received from old ABC from gifts made specifically to support capital works to repair, maintain or improve the buildings owned by the charity.
2. The Living Room project which works with young people in the church premises and in schools and receives its funding from specific gifts and grants.

Part II

This section sets out the accounts for the calendar year 2019 of the Living Room for ease of reference for funders. Prior to 1 October this was not an activity of the charity. The receipts payments in the designated accounts above relate solely to the period 1 October 2019 to 31 December 2019.

B2 records the Living Room also has an asset of overdue grants which were expected to have been received in 2019 of £7,491 but which were received after the year end.

<i>2019 receipts and payments</i>	
<i>Income</i>	£
<i>individuals</i>	1,624.40
<i>churches</i>	4,057.77
<i>fundraisers</i>	319.05
<i>grants</i>	3,750.00
<i>Total income</i>	9,751.22
<i>Expenditure</i>	
<i>projects and trips</i>	-318.80
<i>staff costs & training</i>	-17,290.91
<i>publicity</i>	-147.00
<i>fundraising costs</i>	0.00
<i>equipment</i>	-278.33
<i>food</i>	-125.08
<i>Total expenses</i>	-18,160.12



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Acton Baptist Church CIO

**On accounts for the
period ended**

31st December 2019

**Charity no
(if any)**

1179061

Set out on pages

1 - 12

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31/12/2019.

**Responsibilities and
basis of report**

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

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

SF Ellum

Date:

26/02/2020

Name:

Stephen Francis Ellum

**Relevant professional
qualification(s) or body
(if any):**

Member of the Institute of Chartered Accountants in England and Wales (ICAEW)

Address:

Adulam House

Glan Yr Afon

Llanelli SA15 3QB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.