

WOOLWICH COMMUNITY CHURCH  
Annual Report and Financial Statements  
of the Trustees of the Church  
For the year ended 31 May 2018

**Chair of Trustees**  
Debo Oluwatuminu

**Bank:**  
Barclays Bank, Welling

**Independent Examiner:**  
Ms. Sue Peach

**Charity Number:**  
1157291

**WOOLWICH COMMUNITY CHURCH  
(REG. CHARITY TO 1157291)**

**TRUSTEES ANNUAL REPORT**

**FOR THE PERIOD 1ST JUNE 2017 TO 31ST MAY 2018**

**Woolwich Community Church**

The Church is a registered charity which operates principally in the Woolwich area of South East London within the borough of Royal Greenwich. Its main area of activity is on the Woolwich Common Estate, and our membership is principally drawn from the SE18 area.

The Church is a Charitable Incorporated Organisation and is registered with the Charity Commissioners. The Church's governing document is its Constitution.

Woolwich Community Church's principal registered address as a Charity is 28 Kinlet Road, Shooters Hill, SE18 3BY.

**The Aims of Woolwich Community Church**

The aims and objectives of the Church are as set out in our Constitution - namely:-

The advancement of the Christian faith for the public benefit as set out in the Basis of Faith statement of the Evangelical Alliance UK.

Seek new followers and converts

Provide a place of Christian worship

Raise awareness and understanding of Christian belief and practice through the production of documents, instruction and study

Undertake Missionary and outreach work in the local community and further afield including overseas - particularly amongst people affected by poverty or natural disaster.

**Management of the Church**

**Trustees**

The Church has an active Board of Trustees who provide the overall management of the Charity in terms of governance, financial oversight, review of decision making and risk management. The Trustees have a broad range of skills and experience which include those of legal, financial, human resources, planning and administration.

The Church has the following Trustees:-

Debo Oluwatuminu	Chair of Trustees
Tania Smith	Trustee
Neena Samuel	Trustee and Secretary to the Trustees
Leslie Smith	Trustee
Michael Temperley	Trustee and Finance Officer
Petruta Nila	Trustee
Shan Rogbeer	Trustee

Petruta and Shan were appointed as new Trustees during the year and we are already grateful for their input. The others have been Trustees for the whole year.

The Charity can have up to 12 Trustees. New Trustees are appointed by the Board of Trustees. Each Trustee is appointed for a specific time period. Leslie Smith and Mike Temperley were appointed for 4 years initially and were re-appointed during 2018. During 2018 Leslie Smith stepped down as Chair and Debo Oluwatuminu was appointed as Chair.

The Trustees generally meet quarterly unless there are urgent matters requiring they meet sooner. In line with the Church's constitution some Trustee decisions are agreed using electronic communication i.e. email.

The Trustees will also approve documents and policies that impact on the operation and governance of the charity including Child Protection, Health and Safety and Reserves policy.

### **Church Leadership Team**

The Leadership Team (TLT) provide the spiritual, ministry, strategic and operational leadership of the Church. The Leadership Team (TLT) consists of the Pastor of the Church and other senior members of the congregation. From time to time other church members come to the meetings for individual items for discussion.

### **Where We Meet**

The Church uses Woolwich Common Community Centre as its main place for work, church services and meetings. We enjoy a good working relationship with the Centre management. The Centre management is looking to refurbish the building in partnership with Greenwich Council, but the process has been very slow and we have been awaiting further developments for some time.

The Church also uses other buildings and Church's as needed for outreach and services. Some meetings such as House Group and prayer meetings are held in the homes of congregation members.

The Church is growing and developing and we feel it is time to consider moving to another larger facility. Consequently, the Leadership Team have asked Debo Oluwatuminu to form

and lead a Building Finding Group. That group have been active in seeking the views of church members on their visions and uses for the new building. They are developing business and project plans and researching various options. This is clearly going to be a major piece of work and commitment for the Church and the Trustees will want to be able to ensure that the project can be managed within the resources available.

### **Church Membership**

The Church aims to provide a completely open and welcoming environment to newcomers and visitors at all of our activities. The aim is also to be locally based and the majority of the congregation do generally live locally.

Numbers vary from week to week - the average attending each Sunday morning being around 75 out of a total membership of around 100. We have considerable turnover of membership due to the nature of the area and this makes the greeting of new people important and we are often saying goodbye to old friends.

Our services are lively and "Pentecostal" in style. The members are from a very wide ethnic mix typical of this area and there is a wide age range from babies through to people of 80 and over.

During the year we were pleased to welcome the Revive Church (formerly of Thamesmead) who wished to join and "blend" with us and we have fitted together well.

### **Website and emails**

During the year the new website and email was further developed and updated to ensure that we comply with the new data protection requirements (GDPR). Each church member who wanted to be contacted by email confirmed we could hold their details. We also surveyed our other areas where we hold data to ensure that these comply with the regulations. Tania Smith and Brian Foster led on this work.

### **Pioneer**

Although Woolwich Community Church is a wholly independent organisation we have continued to develop our links with the Pioneer church network and to come under their overall umbrella. The Pioneer network is a "light touch" organisation of churches and linking with them will provide us with far greater resources and support. We have known many of the Pioneer leadership team for many years since the days when we were part of Ichthus Christian Fellowship and we believe that this linkage will be beneficial to our work in WCC.

We enjoyed a wonderful joint weekend away with one of the local Pioneer churches (The Well) in October 2017 at Ashburnham, Sussex and are planning to repeat the event during the next year.

### **Main Activities During the Year**

Woolwich Community Church holds a range of activities. These include regular Sunday morning services, larger celebrations, house groups, children and youth work, bible studies, training days and prayer meetings. Some of our meetings draw people from different churches.

We have previously taken part in some Churches Together (CT) activities and our aim is to strengthen those links again when CT are able to be more active locally.

The Church aims to provide a range of outreach activities to the local area including in Woolwich Town Centre and larger scale celebrations. On top of the usual more organised outreach events some of our church members have had chance encounters with people who were clearly seeking the Lord.

A number of the members of the Church undertake prison visits and also provide ongoing contact and support to those men when they are released. In some cases ongoing pastoral contact and support may continue for several years. With the arrival of Revive church our prison work has increased as Revive were active in the local Riverside Prison for several years.

We are active supporters of the Greenwich churches foodbank through collecting food and one of our members is a regular volunteer.

Some of our members also help with Greenwich Night Shelter for street sleepers during the winter months and one of our members Jo Tetteh takes a very active role in its organisation.

As the refugee crisis developed in Syria and other Middle Eastern countries we have once again been practically involved in helping those refugees by collecting winter and summer clothing which are then despatched via the Samara appeal and we made a significant gift using some of our Missions Funds.

The Church maintains a **Pastoral Fund** which is available as loans or gifts to church members and non-members who are experiencing financial hardship. These loans and gifts are on a strictly confidential basis and the decision is made by the Leadership Team. As the gifts and loans from the Pastoral Fund need to be made on a confidential basis it is possible that these may include Trustees - however the Trustees themselves do not decide on which loans/gifts to be made. The Pastoral Fund is a Restricted Fund and is accounted for separately within the Church's accounts.

### **Employees**

The Church has a full time paid pastor (Kelly Cotterell) who took up her role mid-way through June 2017 – having previously been our Youth Worker. Although we now have a vacancy for a part time youth and children's worker we have opted to take a student youth worker (Hannah) from XLP in that role and Hannah is managed by Pastor Kelly. As Hannah needs a local base in our church she lodges with one of our church members (Petruta) who is also a Trustee.

Average employee numbers over the year were 1.0 fte plus one part time student.

The Leadership Team and the Trustees agree that the Church should work towards employing a part time administrator and a job description and job spec have been created. The post can be afforded within the existing budgets.

### **Workplace Pension**

The Church had to provide a Workplace Pension for its employees as from 1st August 2017 in compliance with the Workplace Pensions regulations. The options were laid out in a report to the Trustees who then selected NEST to be the Pension Provider. NEST are used by many charities and similar organisations.

The rest of the Church's work is undertaken by members on a volunteer basis who provide everything from welcoming and stewardship, worship leading, maintaining the website, setting up and maintaining the P.A. systems and sound desk, making teas and coffees, children and youth work, service leading, service administration, leading services and meeting, finance and setting up and setting down everything every Sunday. The Church could not function without them and the Leadership Team and Trustees are very grateful for all their work.

### **Financial Review**

The Church had a financial surplus of £28,320 within the year which was mainly due to increased giving and tithes, increased Gift Aid receipts due to the Small Donations Gift Aid Scheme, and underspends on salaries. The surplus of £28,320 for the year together with the balances brought forward from the previous year of £42,550 means that the Church carried forward a bank balance of £70,870 into the new year. These resources will form part of the project plan for the new building project.

The Church's main source of funds is from its congregation members with occasional gifts from others. Many members give a regular gift using the principle of tithing (1/10 of their income). Members are encouraged to use the Gift Aid scheme for their giving which will allow the Church to reclaim tax paid on that gift income from HMRC. Gift Aid claims are made quarterly.

The church's income primarily comes from gifts from members and is mainly used to provide salaries for employees and rent and hall hire charges. Further details are provided within the accounts.

The Trustees and Leadership Team agreed to no longer maintaining the Missions Fund as a Discretionary Fund, but to instead budget for Missions annually. Consequently the balance on the Missions Fund was moved back into General Funds.

The Church has a current account with Barclays Bank. In view of the very low returns available on deposit accounts currently - around 0.5% - the Church does not yet have any funds in a deposit or investment account. This will be reviewed if interest rates increase.

The Church's insurances are provided via Kingdom Bank and these have been renewed for 2018/19.

The Church has an agreed Reserves policy based on an assessment of the main risks to its financial stability. The assessment allows for risks due to a reduction in giving by Church Members, unexpected expenditure, and temporary cash flow issues. The policy also allows for the Church's position of renting property rather than owning which reduces the risk of unexpected high levels of property and maintenance related expenditure.


The policy effectively allows for a reserve to cover one month's gift income from members, plus an amount (£1,000) for unexpected expenditure which could not be deferred. The policy will be reviewed as required and the required balance compared to the free actual funds available.

If the Church goes ahead with acquiring a new property that reserves policy will be have to be revisited.

#### **Declaration**

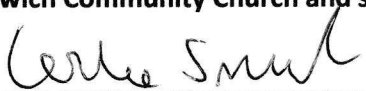
The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the charity's trustees

Signature	
Full name	Debo Oluwatuminu
Position	Chair of Trustees
Date	25/11/18

<b>WOOLWICH COMMUNITY CHURCH</b>						<b>Prev Year 2016/17</b>
<b>RECEIPTS &amp; PAYMENTS ACCOUNT FOR THE FINANCIAL YEAR ENDED 31ST MAY 2018</b>						
	<b>Notes</b>	<b>Unrestricted funds</b>	<b>Designated - Funds Missions</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Total</b>
<b>Receipts</b>		£	£	£	£	
Gift Aid Giving	2 (i)	59,054			59,054	45,380
Non Gift Aid Giving	2 (i)	10,899			10,899	10,195
Gift Aid Tax Refund		16,917			16,917	11,668
Refresh weekend		5,998				
Transfers from Missions	2 (ii)	6,000	(6,000)		0	
Transfers to Pastoral Fund	2 (iii)	(239)		239	0	
Transfers to Building fund	2 (iii)	(174)		174	0	
<b>Specific Giving</b>						
Pastoral Fund	2 (iii)			1,869	1,869	540
Building Fund	2 (iii)			974	974	
Missions						100
<b>Misc</b>		1,917			1,917	932
<b>TOTAL RECEIPTS</b>		<b>100,372</b>	<b>(6,000)</b>	<b>3,256</b>	<b>97,628</b>	<b>68,815</b>
<b>Payments</b>						
People Costs	5	32,588			32,588	8,701
Media		660			660	277
Admin		2,084			2,084	1,070
Property	6	14,275			14,275	32,347
Children & Youth		5,336			5,336	1,665
Refresh weekend		7,486			7,486	
Training		718			718	
Misc		2,701			2,701	1,159
Pastoral Fund	2 (iii)			2,350	2,350	305
<b>Missions</b>						
Overseas		1,110			1,110	1,000
Local outreach					0	200
<b>TOTAL PAYMENTS</b>		<b>66,958</b>	<b>0</b>	<b>2,350</b>	<b>69,308</b>	<b>46,724</b>
<b>NET RECEIPTS</b>		<b>33,414</b>	<b>(6,000)</b>	<b>906</b>	<b>28,320</b>	<b>22,091</b>
<b>Balances Brought Forward</b>		<b>36,312</b>	<b>6,000</b>	<b>242</b>	<b>42,554</b>	<b>20463</b>
<b>Balances Carried Forward 31 May</b>		<b>69,726</b>	<b>0</b>	<b>1,148</b>	<b>70,874</b>	<b>42,554</b>
Page 1		The notes on pages 1-4 form part of these accounts				



WOOLWICH COMMUNITY CHURCH					Prev Year
STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST MAY 2018					2016/17
	Notes	Unrestricted funds	Restricted Funds	Total	Total
<b>ASSETS</b>					
<b>Cash Funds</b>		£	£	£	
Cash Balances (Petty Cash)		200	0	200	0
Bank Current Account		69,526	1,148	70,674	42,554
<b>Total Cash Funds</b>		<b>69,726</b>	<b>1,148</b>	<b>70,874</b>	<b>42,554</b>
<b>Other monetary assets</b>					
Estimated gift aid tax refund due	8	1,394	50	1,444	979
<b>Total Monetary Assets</b>		<b>1,394</b>	<b>50</b>	<b>1,444</b>	<b>979</b>
<b>LIABILITIES</b>					
Property	9	992	0	992	864
Amounts due to HMRC	10	625	0	625	120
Pension	11	125		125	0
<b>Total Liabilities</b>		<b>1,742</b>	<b>0</b>	<b>1,742</b>	<b>984</b>
<b>Contigent Liabilities</b>					
None		0	0	0	0
Approved by Woolwich Community Church and signed on its behalf by Leslie Smith					
 <span style="float: right;">1/10/2018</span>					
Page 2	The notes on pages 1 to 4 form part of these accounts				

<b>WOOLWICH COMMUNITY CHURCH</b>					<b>Prev Year</b>
<b>STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST MAY 2018</b>					<b>2016/17</b>
	<b>Notes</b>	<b>Unrestricted funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Total</b>
<b>ASSETS</b>					
<b>Cash Funds</b>		<b>£</b>	<b>£</b>	<b>£</b>	
Cash Balances (Petty Cash)		200	0	200	0
Bank Current Account		69,526	1,148	70,674	42,554
<b>Total Cash Funds</b>		<b>69,726</b>	<b>1,148</b>	<b>70,874</b>	<b>42,554</b>
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Estimated gift aid tax refund due	8	1,394	50	1,444	979
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<b>LIABILITIES</b>					
Property	9	992	0	992	864
Amounts due to HMRC	10	625	0	625	120
Pension	11	125	0	125	0
<b>Total Liabilities</b>		<b>1,742</b>	<b>0</b>	<b>1,742</b>	<b>984</b>
<b>Contigent Liabilities</b>					
None		0	0	0	0
<b>Approved by Woolwich Community Church and signed on its behalf by Debo Oluwatuminu</b>					
Page 2		The notes on pages 1 to 4 form part of these accounts			

# WOOLWICH COMMUNITY CHURCH

## NOTES TO FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31ST MAY 2018

### 1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and on the Receipts and Payments basis.

### 2 ANALYSIS OF FUND MOVEMENTS FOR THE YEAR

(i) **UNRESTRICTED FUNDS** may be used by the Church for any of its ordinary purposes. The movements in the fund are shown in the Receipts and Payments Account

(ii) **DESIGNATED FUNDS** represent sums set aside, out of ordinary unrestricted funds, for specific designated purposes, but can be transferred back into general funds at any time. During the year the Church decided to no longer maintain a separate Missions account, and to budget separately for Missions annually. The balance on the Missions fund was moved back into General Funds.

FUND NAME	PURPOSE	Bal B/f	Receipts	Transfers	Bal 31st May
Missions	Outreach home and abroad	£6,000	£0	£6,000	£0

(iii) **RESTRICTED FUNDS** represent donations and gifts received for a specific purpose. The funds may only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund and cannot be absorbed into General Funds.

FUND NAME	PURPOSE	Bal B/f	Receipts	Payments	Bal 31st May
Building Fund	Identifying and acquiring a new building for the Church	£0	£1,148	£0	£1,148
Pastoral Fund	Relief of financial hardship	£242	£2,108	£2,350	£0
		<b>£242</b>	<b>£3,256</b>	<b>£2,350</b>	<b>£1,148</b>

### 3 Analysis of Receipts and Payments Items

These are shown in the Receipts and Payments Account on Page 1. **Refresh** was a joint church weekend away at Ashourham Christian Centre with The Well Christian Fellowship.

4 **Loans Taken and Repaid.** No loans were taken and there are no loans outstanding.

### 5 PEOPLE COSTS - consists of:-

<b>Paid Employees</b>	
Gross salaries and wages	£32,388
Employer's National Insurance costs (small employer scheme)	£0
	<b>£32,388</b>
Visiting preachers	£200
Volunteers expenses	£0
<b>Total People Costs</b>	<b>£32,588</b>
Average number of employees	1.0

### 6 PROPERTY COSTS - Consist of costs for:-

Woolwich Common Community Centre hire charge	£12,938
Other - including celebrations	£1,337
	<b>£14,275</b>

- 7 **Payments to Trustees** - No expenses were paid to Trustees, however as the Church Leadership Team make confidential payments from the Pastoral Fund it is possible that such payments may include those to a Trustee.
- 8 **Gift Aid** tax refund due for May 2018
- 9 Hire charge due for use of Woolwich Common Community Centre for May 2018
- 10 Amount due to HMRC for payroll deductions but not yet paid over. No employer's NI cost is shown due to the credit for small employers.
- 11 The Church has started a workplace pension for its employee (**Pastor Kelly**) with **NEST**. The Church complies with the Pensions Regulator's requirements for employer's contribution.

## **Independent Examiner's Report to the Trustees of Woolwich Community Church**

I report on the accounts of the church for the year ended 31 May 2018, which are set out on pages 1 to 4.

### **Respective responsibilities of the Church's Trustees and examiner**

The Church's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Church and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*SM Peach*

**Ms. Sue Peach**

Independent Examiner

Relevant Professional Qualification: CPFA

Address

4 Kirk Lane

Plumstead

SE18 3AD

Date: 3/8/2018