

OAKHALL CHURCH, CATERHAM

**Charitable Incorporated Organisation
Known as Oakhall Church
Registered with the Charity Commissioners
No. 1156069**

ANNUAL REPORT AND ACCOUNTS

YEAR ENDING 31 MARCH 2016

**OAKHALL CHURCH
CATERHAM**

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OAKHALL CHURCH, CATERHAM

Administrative Details of the Charity, its Trustees and Advisers

Name of Charitable Incorporated Organisation

Oakhall Church, Caterham

Registered with the Charity Commissioners No. 1156069

Principal Address

Oakhall Church, Francis Road, Caterham, Surrey,

Secretary to the Trustees: P. Wolstenholme
47 Pampisford Road, Purley, Surrey, CR8 2NJ

Trustees

S. Bacon	C. Andrewartha
P. Bowker	D. Downs
J. Hardy	I. Mayo

The Elders (below) are Managing Trustees and assist the trustees in the day-to-day management of the charity:

S. Bacon	P. Bowker
D. Hughes	A. Mayo
I. Mayo	J. Mills (from Sept. 2015)
P. Vellacott (from Sept. 2015)	P. Wolstenholme

Independent Examiner

Richard Dean, FCA
TaxAssist Accountants,
58 Croydon Road, Caterham, Surrey, CR3 6QB

Solicitors

Lawson Lewis & Co, 11 Hyde Gardens, Eastbourne, East Sussex BN21 4PP
Lewis and Dick, 443 Kingston Road, Ewell, Surrey, KT19 0DG

Bankers

CAF Bank Ltd., 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
HSBC PLC, 54 Woodcote Road, Wallington, Surrey, SM6 0NJ

OAKHALL CHURCH, CATERHAM–Charity No 1156069

Report of the Trustees

The Trustees present their report and financial statements for the year ended 31 March 2016. They confirm they have complied with their duty given in section 17(5) of the 2011 Charities Act to have due regard to the guidance on public benefit published by the Charity Commission.

Aim and Purpose

The Charity operates as Oakhall Church whose main purpose is the advancement of the Christian faith, in accordance with the Statement of Faith, in such parts of the United Kingdom and the world as the charity trustees may from time to time decide.

Objectives and Activities

Oakhall Church seeks to serve God's kingdom by reaching, building and sending.

Achievements and performance for the year

Reaching out to others

Our aim is to reach out to people of all ages by sharing the good news of the Lord Jesus and bringing them into a personal and saving relationship with Him. As well as ongoing work among children and young people, special events were held including Family Fun Times (animals' road show, bouncy castle), "Champions" Holiday Clubs for primary age children and a Light Party, as an alternative to Halloween were held. In May 6 leaders and 21 children spent a weekend away on the Isle of Wight. A "BLAST" camp was held for those aged 10-14 during July. Special outreach activities were set up for Ladies (two evening café events) and Men (weekend visit to Bayeux in conjunction with "Christian Vision for Men", linked in with Remembrance Sunday; pizza evening during the Rugby World Club: pub quiz). Community involvement included a presence at Caterham Carnival and Audley School Fete. Three Café events were held to provide an introduction to Christianity within an informal setting. The speakers included a Christian rock singer, a professional film recordist working in Afghanistan and the topic of suffering. Two "Christianity Explored" courses, each running over 5-6 weeks, were run to enable people to explore the personal implications of being a Christian. Joint meetings with Caterham Baptist Church were held on two Sunday evenings.

Building up ourselves for serving God

There are many opportunities for people to meet together for Christian worship, Bible teaching, prayer and fellowship. Two new small groups were created, including one specifically intended to help participants understand the Bible. The Sunday evening service has been remodelled to start earlier, include shorter talks, provide opportunities for more interaction and feedback and be more age-relevant.

We give thanks to God that our leadership team has been strengthened by the appointment of a new full-time Pastoral/Teaching Elder from June 2015 and our Youth Worker has been appointed to a full-time position as Elder with responsibility for Youth work from September 2016.

A “Growing Leaders” course was arranged over the period Sept 2015-February 2016. Including two external speakers, it was designed to help develop leadership potential. A CAP (“Christians Against Poverty”) course ran for three weeks in September 2015: a five person team was trained to offer help to the community in money management, budgeting and wise stewardship of finances.

A new-style list of contacts has been published and a 2016 outreach calendar has been issued. The Church news sheet is now published at monthly intervals in a new format.

Sending out others with the good news of Jesus

The Church has a global perspective. It gives financial and prayer support for Christian missionary outreach across the world. Relief and support aid is provided for refugees and the under-privileged in countries such as Cambodia, Peru, Laos, and Thailand. We support a Bible school in Serbia that equips leaders for Christian ministry in the countries of the former Yugoslavia. Many Church members are involved in practical ministries in our neighbourhood and wider afield. One of our partners spent seven weeks in Honduras, helping with children’s holiday Bible clubs and camps, and teaching in primary schools.

Plans for future periods

A growing church will necessitate creating more small groups. Over the next three years we intend to place renewed emphasis on the importance of these in developing stronger pastoral care and opportunities for study and application of the Bible in our daily lives.

More evangelistic events are planned, including a dedicated week in February 2017; our desire is to run all our events to a high standard so that they are attractive to those who do not have connections with our church. New opportunities will be presented to train others to handle the Bible effectively.

The Charity’s original premises at Francis Road are felt to be inadequate for current and foreseen needs and premises are rented at de Stafford School for use on Sunday mornings. Because of growth in the church activities, and the desire of the Trustees to expand its work, the Trustees believe there is a need for a new building.

Unconditional planning approval for construction of a new building was granted by the local authority in March 2015 and further detailed work was completed in readiness for going out to tender.

The Trustees recognise God’s leading so far on this project, and continue to seek His will in this matter.

Other

The Trustees are grateful for all the work of the Elders and Deacons and the contribution played by the many volunteers who have given their time freely. We continue to depend upon God and acknowledge His faithfulness through another year.

Financial Review**SOFA**

The Statement of Financial Activities (“SOFA”) for the year ending 31 March 2016 is on page 10 and shows that incoming resources amounted to £714,969. Resources expended were £359,549, leaving a surplus of £355,420

Reserves at the year-end were:

New building fund	£885,341
General unrestricted funds	£195,231
Other restricted funds	£150,401

The largest grants made were for outreach and support of a Bible school in Serbia (£64,741). Gifts were made to a further 46 Christian organisations and full-time workers.

The church relies entirely on voluntary income to fund its activities.

Policy on reserves

The normal policy of the Trustees is to use incoming resources promptly to meet the administrative costs of the Charity, to distribute to the poor and needy, and to proclaim the Christian gospel. The reserves policy applies to unrestricted funds but excludes reserves related to the purchase of fixed assets.

For restricted or designated funds, reserves may need to be accumulated to finance large one-off capital projects such as a new church building or team facilities. In this case the reserves will relate directly to the planned project or programme.

The general policy is to ensure funds are available prior to committing to normal ongoing expenses, but not to build up large reserves for them. A range of 3 - 12 months cover of unrestricted expenditure is considered a target reserve level.

Loans (for less than 10 years) may be utilized to finance capital projects providing their repayment over the period of the loan may reasonably be expected.

The policy on deposits of surplus funds is to ensure they are safe, comply with charity regulations and our own ethical standards, while providing a competitive interest rate and the availability to meet our needs.

Other

The charity does not hold material financial investments.

There are no pension liabilities arising from obligations to a defined benefit pension scheme.

The Trustees do not believe that there are any uncertainties about the ability of the charity to continue as going concern.

Structure Governance and Management of the Charity

Nature of the governing document

Oakhall Church, Caterham was registered with the Charity Commission as a Charitable Incorporated Organisation (CIO) with number 1156069 on 7th March 2014 with its own constitution and received all the property of the Charity of Robert Best in connection with Oakhall Mission (Reg. 252123) on 1st April 2014. These two charities were then merged on 2nd May 2014 to form the current Oakhall Church, Caterham CIO.

Governing Bodies

The Charity and its endowment is administered and managed by Trustees.

Recruitment and Training of Trustees

New Trustees are recommended by existing Trustees and ratified by the congregation. The Trustees are all competent persons, with long experience in the day-to-day management of the Charity and how it is intended to function.

Organisational Management

Decisions involving spiritual leadership of the Charity and its day-to-day management are delegated to the Elders of the church (the Managing Trustees). Much prayerful thought has been given to future roles and responsibilities and a new full-time paid worker accepted an invitation to serve the Charity from 1st June 2015. Remuneration levels of paid team members are set by the Trustees with reference to comparable roles elsewhere.

Risk management

The Trustees engage in a process to identify the major risks facing the Charity. The highest risks surround the new building project and the need to comply with an increasingly complex legal environment. Steps are being taken to either manage these risks or mitigate their likely impact.

Statement of Trustees Responsibilities

Charity law requires the Trustees to maintain proper accounting records and to prepare accounts in compliance with the current Statement of Recommended Practice ("SORP FRS102") for charities for each financial year. In preparing those accounts the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgments and estimates that are reasonable and prudent
- State whether the policies adopted are in accordance with applicable accounting standards, subject to any material departures disclosed and explained in the accounts, and
- Prepare the accounts on a going concern basis unless it is inappropriate to assume that the Charity will continue in business

The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The Trustees confirm that the accounts are prepared in accordance with applicable accounting standards and follow recommendations in the Statement of Recommended Practice: Accounting by Charities 2005 and are in accordance with the Charities Act 2011. The income of the trust is such that it requires an independent examination but does not require a full audit.

Grant-making policy

To further the objectives of the Charity, including the building-up of members of the congregation through teaching and discipleship in the Christian faith, the Trustees call upon the services of full-time and other suitably qualified Bible teachers, some of whom are drawn from other churches and Christian organisations. It is the practice of the Trustees to make grants, or donations, to those individuals who offer their services voluntarily and not in connection with any contract of service.

Approved by the Trustees and signed on their behalf by:



Paul D. Bowker

Date: 3rd October 2016

Independent examiner's report to the trustees of Oakhall Church, Caterham (known as Oakhall Church) Registration 1156069

I report on the accounts of Oakhall Church, Caterham (known as Oakhall Church) registration 1156069 for the year ended 31 March 2016, which are set out on pages 10-16. These accounts have been prepared under the accounting policies set out on page 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts under section 145 of the Charities Act;
- b) To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- c) 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 Commission. An examination includes a review of the accounting records kept by the Charity 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 the 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 Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Richard Dean, FCA
TaxAssist Accountants
58 Croydon Road, Caterham, Surrey CR3 6QB

Date 20 August 2016

OAKHALL CHURCH, CATERHAM
Charity Registered No 1156069
Statement of Financial Activities
For the Year Ended 31st March 2016

SOFA Details 2015 / 2016

	Notes	RESTRICTED FUNDS				UNRESTRICTED FUNDS		TOTAL FUNDS		
		2016				2015	2016	2015	2016	2015
		Full Time Workers	New Building	Serbian Outreach	Total	Total	Total	Total		
Income										
Donations and Legacies	3	172,624.06	303,972.87	65,237.83	541,834.76	295,657	105,325.67	108,322	647,160.43	403,979
Income Tax Recovered		3,008.41	30,050.54	3,376.63	36,435.58	9,767	18,594.46	16,620	55,030.04	26,387
Interest Received		-	8,028.49		8,028.49	6,979	4,750.54	3,269	12,779.03	10,248
Total Income		175,632.47	342,051.90	68,614.46	586,298.83	312,403	128,670.67	128,211	714,969.50	440,614
Expenditure										
Grants	4	181,501.60	-	64,741.14	246,242.74	184,275	574.50	1,115	246,817.24	185,390
Ministry Support	5						72,856.05	52,780	72,856.05	52,780
Running costs	6	-		-		33	38,016.45	36,119	38,016.45	36,151
Governance Costs	7						1,859.25	836	1,859.25	836
Total Expenditure		181,501.60	0.00	64,741.14	246,242.74	184,307	113,306.25	90,849	359,548.99	275,157
Operating Income/(Expenditure)		(5,869.13)	342,051.90	3,873.32	340,056.09	128,096	15,364.42	37,361	355,420.51	165,457
Reconciliation of Funds :										
Total funds Brought Forward		146,380.37	543,289.56	6,016.86	695,686.79	567,591	179,866.76	142,505	875,553.55	710,096
Total funds carried forward	8	140,511.24	865,341.46	9,890.18	1,035,742.88	695,687	195,231.18	179,867	1,230,974.06	875,554

OAKHALL CHURCH, CATERHAM
(Charity registered no. 1156069)

BALANCE SHEET
As at 31st March 2016

	<u>Notes</u>	<u>2016</u>	<u>2015</u>
		£	£
TANGIBLE FIXED ASSETS	9	229,332.33	200,591
CURRENT ASSETS			
Short term debtors & prepayments	10	7,991.30	11,763
Cash at bank and in hand	11	997,679.64	664,273
Total Current Assets		<u>1,005,670.94</u>	<u>676,036</u>
Creditors (due within one year)	12	4,029.21	1,073
Net Assets	8	<u>£1,230,974.06</u>	<u>£ 875,554</u>
FUNDS			
Restricted Funds			
Building Fund		885,341.46	543,290
Full Time workers		140,511.24	146,380
Serbian Outreach Fund		<u>9,890.18</u>	<u>6,017</u>
		1,035,742.88	695,687
Unrestricted Funds			
General Church Funds		195,231.18	179,867
Total Charity Funds		<u>£1,230,974.06</u>	<u>£ 875,554</u>

The notes on pages 13 - 16 form part of these accounts.

The financial statements on pages 10-16 were approved by the trustees at the Annual General Meeting, and signed on their behalf by Paul Bowker.

Signed : *Paul D. Bowker* Date : *3rd Oct. 2016*

OAKHALL CHURCH, CATERHAM
(Charity registered no. 1156069)

Statement of Cash Flows

	<< Restricted Funds >>			Unrestricted Funds	2016 Total All Funds	2015 Total All Funds	
	Full Time Workers	New Building	Serbian Outreach		Total	£	£
Cash flows from Operating Activities	(5,760.13)	344,269.98	5,014.44	343,524.29	18,623.49	362,147.78	168,539
Cash flows from Investing Activities							
Purchase of Property, Plant and Equipment		(28,741.78)		(28,741.78)		(28,741.78)	(185,222)
Net Cash Flows from Investing Activities		(28,741.78)		(28,741.78)		(28,741.78)	(185,222)
Cash Flows from Financing Activities							
Cash flows from new borrowing							
Net cash provided by financing Activity	0.00	0.00	0.00	0.00	0.00	0.00	0
Change in cash and cash equivalents in reporting period	(5,760.13)	315,528.20	5,014.44	314,782.51	18,623.49	333,406.00	(16,683)
Cash and cash equivalents at beginning of period						664,273.64	680,957
Cash and cash equivalents at end of period						997,679.64	664,274

Reconciliation of Net Income/Expenditure to Net Cash Flow from Operating Activities

	<< Restricted Funds >>			Unrestricted Funds	2016 Total All Funds	2015 Total All Funds	
	Full Time Workers	New Building	Serbian Outreach		Total	£	£
Net Income/Expenditure	(5,869.13)	342,051.90	3,873.32	340,056.09	15,364.42	355,420.51	165,457
Adjustments for :							
Depreciation Charges		0.00		0.00	0.00	0.00	1,111
(Increase)/decrease in debtors	109.00	2,218.08	421.12	2,748.20	1,023.15	3,771.35	5,573
Increase/(decrease) in creditors			720.00	720.00	2,235.92	2,955.92	(3,603)
Net cash provided by (used in) operating activities	(5,760.13)	344,269.98	5,014.44	343,524.29	18,623.49	362,147.78	168,539

OAKHALL CHURCH CATERHAM (Reg 1156069)

NOTES TO THE ACCOUNTS For the year ended 31st March 2016

1. Accounting Policies

The financial statements have been prepared under the historical cost convention and in accordance with the recommendations in the Statement of Recommended Practice by The Charities Commission (SORP FRS 102) and applicable accounting standards and in accordance with the Charities Act 2011.

All assets and liabilities were transferred on 1st April 2014 from the Unincorporated Charit Oakhall Church (Reg. 252123) to this Incorporated Charity called Oakhall Church, Caterh (Reg. 1156069). The previous charity was then merged with the current organisation.

The principal accounting policies are as follows:

Restricted funds are used for the purposes specified by the donor. The expenditure is made without deduction for Church running costs. Funds are allocated upon receipt and paid to the beneficiaries at regular intervals.

Depreciation is provided on tangible fixed assets at rates calculated to write the cost off over its expected useful life. There is no depreciation on construction in progress or land. Some reported totals may not foot due to roundings.

2. Funds

Full Time Workers : When gifts are received for named individuals, organisations or restricted church activity they are attributed to this fi

Building Fund : This fund is to prepare for a new church facility in the future.

It has been agreed to construct a new building for which a project management contract has been signec

Serbian Outreach : This fund is primarily to support a Bible School and its graduates and supply humanitarian aid to those in need in Serbia.

3. Income

An amount of £7,504 for recoverable Income tax not received by the year end, but relating to gift aid donations made during the year, is included in income. This is detailed by fund in Note 10 for Sundry debtors. External gifts are received and passed on to the beneficiaries which are not part of Oakhall Church's own gifts. The amounts are included in the Full Time Workers fund.

	<u>2016</u>	<u>2015</u>
Aggregate income received from Trustees and connected persons	167,569.51	65,336.00
Legacies received were assigned to the building fund income	25,729.69	None

4 Grants Analysis

Activity	Grant to Institutions	Grant to Individuals	2016	2015	
			Total Grants	Total Grants	
Restricted giving					
Serbia- HUB-Graduates and mission support	Serbia Outreach and Bible school support	11,563	53,179	£ 64,741	71,234
Chrestos -Geoff and Pat Atkinson	Thailand Bible school, Orphanage activity	37,882		37,882	32,947
Operation Mobilisation -Middle East Relief	Middle East Refugee Relief	12,709		12,709	8,907
IBTI-International Bible Training Institute	International Bible Training Institute	10,000		10,000	0
Manna Christian Fellowship-Nandis	Christian Church	8,000		8,000	0
OIKOS-Benjamin Short	Ivory Coast Christian mission work	6,800		6,800	2,500
Reach Across- Simeon & Gemma Locke	Mali Christian mission work	5,990		5,990	5,584
Christian Institute	Christian legal and lobbying activity	5,468		5,468	792
Giles Fairman-Bourn -Bible College	Christian Training at Moorlands College		5,248	5,248	2,233
Urban Saints-Corporate	UK Christian youth work	5,000		5,000	750
Christian Vision for Men	Christian Outreach to men	5,000		5,000	0
CCSM-Chinese church support	Chinese church support	5,000		5,000	0
Gideons	Placing Bibles in public places	5,000		5,000	0
Trans world radio	Christian broadcasting	5,000		5,000	0
Open Doors	Serving persecuted Christians worldwide	5,000		5,000	0
SU Peru	Making God's good news known to youth in Peru	5,000		5,000	3,451
London City Mission	Christian Outreach to London	4,142		4,142	904
Subtotal		137,554	58,427	195,981	129,301
30 other gifts amounting to:		37,260	13,002	50,262	54,974
Total		174,814	71,429	246,243	184,275
Unrestricted Giving		575		575	1,115

5 Ministry Support

This includes the paid elders, admin support and the services of the family worker

£ 72,856 52,780

The Trust has 2 full time paid employees

None of the employees have emoluments greater than £60,000.

Gross Salaries

£ 43,511 36,798

Employer's National Insurance contributions

£ 1,991 858

Employer's Defined contribution Pension payments

£ 2,190 1,026

Accommodation costs for staff

£ 13,365 0

Family worker services

£ 5,000 1,250

Charitable activity administration costs

£ 4,649 9,693

The administration costs are related to the charitable activities.

They include 1 day per week of contracted administration services.

6 Church Running Costs

	<u>2016</u>	<u>2015</u>
1 Insurance	984.64	949
2 Gas, Electricity and water	2,165.18	1,955
3 De Stafford College rent	16,642.50	16,493
4 Cleaning and Maintenance	2,538.76	2,578
5 Printing and Publicity	4,806.02	2,910
6 Various Sections	1,163.86	1,166
7 Outreach, outreach materials, books	1,556.42	1,371
8 Training	2,448.60	1,568
9 Vehicle costs	1,171.72	1,459
10 Sound system, Music and CDs	932.59	845
11 Pastoral Expenses	203.34	634
12 Church refreshments	1,567.96	1,624
13 Miscellaneous	<u>1,834.86</u>	<u>2,568</u>
Total Running costs	38,016.45	36,119

7 Governance Costs

Governance Costs	<u>£1,859.25</u>	<u>£836</u>
Includes costs of audit, legal, bank charges and disclosure and barring service checks.		

The Trustees do not receive any remuneration for their work as trustees.

8 Analysis of net assets between funds

	<u>2016</u>			<u>2015</u>
	Restricted funds	Unrestricted funds	<u>Total</u>	<u>Total</u>
Fund balances at 31 March				
Tangible fixed assets	229,332.33	-	229,332.33	200,591
Current assets	807,130.55	198,540.39	1,005,670.94	676,036
Creditors: Amounts falling due within one year	(720.00)	(3,309.21)	(4,029.21)	(1,073)
Total	<u>1,035,742.88</u>	<u>195,231.18</u>	<u>1,230,974.06</u>	<u>875,554</u>

9 Fixed Assets

	<u>2016</u>			<u>2015</u>
	<u>New Building</u>	<u>Other</u>	<u>Total</u>	<u>Total</u>
Gross Cost as at 1st April	200,590.55	4,000.00	204,590.55	19,368
Additions/Removals	28,741.78		28,741.78	185,222
Total Gross Cost as at 31st March	<u>229,332.33</u>	<u>4,000.00</u>	<u>233,332.33</u>	<u>204,591</u>
Depreciation as at 1st April	0.00	4,000.00	4,000.00	2,889
Depreciation		-	-	1,111
Depreciation retirements				
Net Fixed Assets	<u>229,332.33</u>	<u>0.00</u>	<u>229,332.33</u>	<u>200,591</u>

11 Cash at Bank and in hand.	<u>2016</u>	<u>2015</u>
Petty Cash	653.36	269
CAF General Current account	450.88	48,131
CAF Serbia current account	271.97	3,591
HSBC General Current account	18,750.27	0
HSBC Serbia Current account	8,921.71	0
Virgin Money Charity Account		2,410
ICICI savings account	968,631.45	609,873
	<u>£ 997,679.64</u>	<u>664,274</u>

12 Sundry Creditors	<u>2016</u>			<u>2015</u>
	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
Independent Examination fees		900.00	900.00	360
Other funds	720.00	2,409.21	3,129.21	713
	<u>720.00</u>	<u>3,309.21</u>	<u>4,029.21</u>	<u>1,073</u>

13 Church Buildings and contents

The existing church in Francis Road, Caterham and its contents were acquired many years ago, largely by gift and are insured for £368,450 and £39,608 respectively. Neither these values, nor any alternative values have been brought into the accounts in the absence of a professional valuation. The trustees are of the opinion that the cost of such a valuation is not justified at this time.

Work in progress on the new church building has been capitalised at cost and is included in the reported fixed assets.