

ANNUAL REPORT
OF
THE UNITED CHURCH OF EGHAM
FOR THE YEAR TO 31ST AUGUST 2014



WWW.UNITED-CHURCH-OF-EGHAM.ORG.UK

TABLE OF CONTENTS

1)	INTRODUCTION	4
2)	STRUCTURE, GOVERNANCE AND MANAGEMENT	5
	Organization.....	5
	<i>Appointments</i>	6
	<i>Committees</i>	6
3)	OBJECTIVES AND ACTIVITIES	7
	Mission Statement	7
	<i>Activities</i>	7
	Achievements and Performance.....	8
	This year’s accomplishments	9
	<i>Organ restoration</i>	9
	<i>Boiler upgrade</i>	9
	<i>General refurbishment</i>	9
	<i>Future plans</i>	9
4)	FINANCIAL REVIEW.....	10
	Responsibilities within the Finance Committee.....	10
	Accounts	11
	Reserves Policy.....	12
	Financial Summary	13
5)	Church Balance Sheet as at 31 August 2013	14
6)	UNITED CHURCH OF EGHAM BUDGET	19

ANNUAL REPORT OF

THE UNITED CHURCH OF EGHAM

INTRODUCTION

The United Church of Egham (UCE) is located in the middle of Egham High Street. The address is United Church of Egham, High Street, Egham, Surrey, TW20 9EX, and the telephone 01784 433645

A church has existed continuously at this site since 1885. In 1970 the Methodist church at this location joined with Egham Hill Congregational Church to form the United Church of Egham. For reporting purposes under the Charities Act, the church files its Annual Report through the Methodist Circuit to which it belongs i.e. the Staines and Feltham Circuit of the Methodist Church.

Methodist Churches, Circuits and Districts are charities subject to the Charities Act 1993, and their accounts have to be prepared in line with regulations made under the Act and the Statement of Recommended Practice (SORP). However, Methodist Churches, Circuits and Districts are **excepted** from the need to register with, and to submit accounts to the Charity Commission (under Statutory Instrument 2002 no 1598), though they are required to make accounts available to the public on request.

The Book-keeper for United Church of Egham for the period covered by these accounts is:

Mrs Janice Grant

All correspondence relating to this report should be addressed to Mrs Patricia Harper-Bill at pchb@btopenworld.com

STRUCTURE, GOVERNANCE AND MANAGEMENT

ORGANIZATION

As a local partnership between two denominations, the Church is a member of the Staines and Feltham Methodist Circuit and the Wessex Synod of the United Reformed Church. Our Minister is shared amongst three other churches; the four churches are known as the FORUM group.

Although we share our Minister and some joint activities with the other Forum churches, the United Church is responsible for its own finances and organization.

The principal Appointments and Committees are listed below:

- The Minister
- Church Secretary
- Church Treasurer
- Deacons
- Finance & Property Committee

Church members are assigned to a variety of other duties, similar to those in other churches.

Charities supported by the Church include: Christian Aid, Home Missions, Whitechapel Mission, Action for Children, Methodist Women in Britain, Macmillan Cancer support, LEPROSY Mission, MHA, World Missions, URC Commitment to Life, YWCA, Macmillan, Heathrow Special Needs Farm.

We also have a Book Sale once a month and out of the profits £250.00 goes to a local charity.

The balance is put into a fund raising account for the UCE. The following charities were supported in 2013-14 Canaan Bookshop, Shaw Trust, St Jude's PTA, Christchurch PTA, Surrey Air Ambulance, Staines Shopmobility, Sam Beare Fund, Runnymede Dementia group & Runnymede food bank.

The Church has a Health & Safety Program, and a program for the protection of children, young people, and vulnerable adults.

APPOINTMENTS.

The Church has one Minister - Revd. Beale Griffin, the Church Secretary is Mrs Patricia Harper-Bill, the Book keeper is Mrs Janice Grant.

The Church officers, together with the Deacons, constitute the 'Trustees' of the charity. The serving Deacons are:

Patricia Harper-Bill

Di James

Jane Leckie

Anthony Long

Jane Mackerness

Paul Murphy

Dorothee Schack (retired January 2014)

COMMITTEES

FINANCE & PROPERTY COMMITTEE

This is responsible for managing the day-to-day finances of the church, depositing monies, paying bills, and maintaining the financial records. The committee proposes the budget for adoption by the Church meeting, and evaluates requests for large expenditures and project financing and makes recommendations to the Deacons and/or the Church Meeting as appropriate.

A more specific description of duties carried out by committee members is given in Section 5.

This committee is responsible for maintaining the Church premises, making improvements when needed, and making appropriate recommendations to the Deacons and/or the Church Meeting as appropriate.

LAY PREACHERS

The church has three active lay preachers amongst its membership.

OBJECTIVES AND ACTIVITIES

MISSION STATEMENT

The United Church of Egham is a local ecumenical partnership of the Methodist Church and the United Reformed Church. It is a place where everyone is welcome and can feel at home.

Our aims are:

- to be a Christian presence in Egham through our work, worship and witness
- to be a welcoming resource for our members and the local community,
- to reach out beyond the local community to support selected, worthwhile causes at a national and international level, as we are able do so.

ACTIVITIES

The United Church of Egham currently has 47 members. Each Sunday it has a combined morning and evening congregation of approximately 40 plus another 15 or so for the Thursday service.

The Church is located in the middle of Egham High Street (in the part which is open only to pedestrians from 10am to 4 pm.), close to shops, restaurants and The Literary Institute. Its central location is ideal for attracting worshippers and participants to our various church activities. These activities (and organizations) can be summarized as follows:

- Regular Worship Services: Sundays at 11 am and 6:30 pm, and Thursdays at 12:30 pm
- Baptisms, weddings and funerals: scheduled as needed
- Brownies
- Guides
- Cubs
- Beavers
- Rainbow Club (for Mother & Toddlers)
- Readers Unite!
- Tuesday at Eight
- Joint activities with other churches in Egham and District. i.e. walk of witness and outdoor nativity

In addition, there are regular fund -raising activities at the Church including Book Sales, Collectables Sales, Jam and Cake Sales. The church is open to the public for prayer and for coffee three mornings per week.

The Pastoral Centre (Church Hall) is used for some of the above activities, as well as for meetings, special church lunches and parties. The Pastoral Centre and the Church are also rented out for various non-church activities, such as the Egham & District Music Club, Weight Watchers, Townswomen's guild, therapeutic yoga, trefoil guild, Egham residents association, Egham and district allotments society, Egham united Charity, Runnymede Branch Amnesty International.

ACHIEVEMENTS AND PERFORMANCE

Within the church itself, Church members maintain a strong presence in prayer and worship, not only in our own church but also with the other Forum churches and other local churches. We have an ecumenical outlook, and sometimes host the Egham and District 'Week of Prayer for Christian Unity'.

The Mission Statement given above states the aims of the organization, and during the year under consideration the Church has met these aims to a greater or lesser degree, as summarized in the above activities. Nevertheless, there is always room for growth and improvement. In particular, the Church would like to grow its membership, be more effective in encouraging young people to participate in church life, and would like to extend our outreach into the local community.

During the year, the church responded spontaneously to various natural and man-made disasters and raised money to send to victims.

One of our members, John Mackerness is a URC Minister, and a full time Chaplain at London Heathrow Airport. Paul Murphy is also a Chaplain at Heathrow Airport, a Chaplain to the Colnbrook Immigration Removal Centre, and a member of the Chaplaincy Visitors team at St Peter's Hospital. Both John and Paul also preach extensively across URC and Methodist Churches in the London and Surrey areas, and are occasionally Interim Moderators to churches in this area.

Several of our members are actively involved in national and international campaigns that support the objectives of our Christian Mission, for example Amnesty International. These members are always challenging us to look beyond our local community in our Christian Service.

THIS YEAR'S ACCOMPLISHMENTS.

ORGAN RESTORATION

The organ was badly in need of repair and a fund was set up to cover the considerable cost of this work, £16,800. It has been done in stages and the last stage was completed in December 2013. During this period, thanks to the way the restoration was carried out, we have been able to still use the organ.

BOILER UPGRADE

The church boilers and pastoral centre heating were extensively refurbished at a cost of £20,600 with added health and safety work a much needed priority. This was possible due to generous donations and fundraising efforts.

GENERAL REFURBISHMENT

We were left a legacy of £50,000 by one of our late members. This has enabled us to carry out redecoration work on the Church. The refurbishment is now complete with refreshed decoration, new chairs, carpets and curtains. A rededication service will held on Sunday 29th September 2013.

FUTURE PLANS

Following completion of extensive repair work to the toilets in the pastoral centre, where a suspected leak had caused damage to the floor, our program of refurbishment and repairs is now complete.

FINANCIAL REVIEW

RESPONSIBILITIES WITHIN THE FINANCE COMMITTEE

During the reporting period there were six members of the Finance Committee as follows:

- Janice Grant – Accountant. Duties included maintaining church accounts, fixing the budget, payroll, and paying bills etc.
- Graham Burrough – Chairman & Gift aid secretary. Responsible for the finances of the Fundraising fund, including raising the money from donations and money-raising activities, recommending payment of bills, paying back loans.
- Diane Humphries – Assistant Treasurer. Duties included the collection and recording of all donated cash and cheques, paying all monies into the church bank accounts, and making cash disbursements for expenses to the organists and visiting preachers, etc.
- Patricia Harper Bill- Church Secretary and Deacon representative
- Janet Figgins -Property retired January 2014. Responsible for coordinating and reporting on any work required to the premises.
- Revd. Beale Griffin- Minister

ACCOUNTS

In order to maintain the quite complex financial transactions the following books are kept using software called QuickBooks

- ***Current Account. HSBC GENERAL FUND.*** Receipts are prepared by the Assistant Treasurer each Sunday including all freewill giving collected at the Sunday services less any cash payments for small amounts such as preachers expenses or organists fees. Where members of the congregation feel able to do so they are encouraged to pay their freewill giving by standing order, all payments are made by cheque or direct debit and include property, general church expenses and salaries.
- ***Deposit account –central finance board (CFB)-GENERAL FUND.*** The church maintains a deposit account with CFB for investment of surplus funds. Any large amounts received are routinely banked into this account directly.
- ***Deposit account –central finance board (CFB)-fundraising account.*** The church maintains a deposit account with CFB into which all fundraising monies are banked. Transfers from this to the main bank account are made to reimburse for payments made on behalf of fundraising. ***This account was closed during the year and all monies are held in the CFB general account now.***
- ***Deposit account –central finance board (CFB)-Nick James’ legacy.*** The church maintains a deposit account with CFB into which the legacy was placed. Transfers from this to the main bank account are made to reimburse for payments made on behalf of the legacy expenditure. ***This account was closed during the year and all monies are held in the CFB general account now***
- ***Facilities Co-Ordinator Petty Cash.*** A float of £45cash is held by the facilities co-ordinator reimbursed on an imprest basis and is used for the reimbursement of minor expenses such as postage stamps and cleaning supplies.
- ***Preachers/Organists Petty Cash.*** £60 is maintained by the assistant treasurer so that there is always enough cash to pay visiting preachers and organists their expenses
- ***Hardship Fund.*** A £10 cash float is maintained to enable gifts of food to be purchased for anyone presenting in hardship

In addition there are 3 church affiliated organisations whose accounts are amalgamated with the main church accounts. Namely: Tuesday at Eight, Rainbow-Mother and toddler club, and Readers Unite. All of these accounts form memorandum to the main accounts and have their own treasurers and committee members.

The various accounts are summarised as follows:

RESERVES POLICY

This Reserves Policy relates to our general funds only. This includes our HSBC Bank account and our Central Finance Board (CFB) account.

Other funds that are held, which are not required to be included in our reserves, are:

- The Fundraising Account
- The Nick James' legacy account

The Finance Committee and the Deacons have established a policy to maintain cash reserves at the equivalent of six months average expenditure. The money is partly the working capital, which helps to even out fluctuations in expenditures & income, and partly an allowance for emergencies (e.g. unexpected repairs, etc.). These reserves are generally held in our Deposit Account in the General Fund of the CFB of the Methodist Church.

Any special projects or capital commitments, such as the Organ restoration need to be taken into account separately.

At the end of the last Financial Year, our Reserves stood at approximately £32,801. For the current year, we have budgeted expenditures of approximately £47,649. Consequently, we are establishing the Reserves for the current year (2014 –2015) at the level of £24,000

Operating money is provided by donations and fundraising activities that are held throughout the year. If at any time the Reserves would fall below £22,000 for more than a short period of time, the Deacons will meet to initiate new activities to raise the Reserves level to our goal of £24,000.

FINANCIAL SUMMARY

Unrestricted funds:

General fund- fixed assets inc. organ	£108,180	
Current assets	£ 33,373	
Liabilities	£ 610	
	£ 140,943	
Fundraising	£ 1,851	
Nick James' legacy	£ 588	
Other Organisations	£ 265	
Total unrestricted		£160,294

CHURCH BALANCE SHEET AS AT 31 AUGUST 2014

General (Unrestricted)	Other Funds (Restricted)	Endowment Funds	Totals this year	Totals last year
£	£	£	£	£

Tangible Fixed Assets

Church buildings and other property	108,147			108,147	110,534
Investment properties					
Investments	34			34	34
<i>Total fixed assets</i>	108,180			108,180	110,568

Current Assets

Debtors and Prepayments	13,348			13,348	15681
Central Finance Board & Trustees for Me Church Purposes deposits etc	21,911			21,911	35018
Cash at Bank and in hand	698			698	702
<i>Total current assets</i>	<i>35,957</i>			<i>35,957</i>	<i>51401</i>
Creditors and Accruals (due in under 1	610			610	1556
Net current assets/liabilities	35,347			35,347	49845
<i>Total assets less current liabilities</i>	<i>143,527</i>			<i>143,527</i>	<i>160413</i>
Loans and creditors due after 1 year					
Provisions for liabilities and charges					

<i>Net assets</i>	143,527			143,527	160413
-------------------	----------------	--	--	----------------	---------------

Funds of the Church

General Fund (Unrestricted)	143,527			143,527	160294
Other Funds (Restricted)					119
Endowment Funds					
<i>Total Funds</i>	143,527			143,527	160413

*Details - see page 6

Summary of the Internal Organisations reporting to the Church Council. Note that the funds of an Internal Organisation normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose.

Internal Organisations		Opening balances	Receipts	Payments	Net Receipts/ payments	Adjustments	Closing balances
1	Tuesday at eight	74	580	353	301	-200	101
2	Rainbow	111	1572	260	1423	-1400	101
3	Readers unite	80	40		120	-60	60
Total		265	2192	613	1844	-1660	184

Statement of Financial Activities (SOFA) for the year ended 31 August 2014

	General Fund (Unrestricted)	Restricted Funds	Endowment Funds	Totals this year	Previous year totals
	£	£	£	£	£
Incoming Resources					
1 Offerings and Tax recoverable	26,529			26,529	37,105
2 Interest and Investment Income	364			364	558
3 Lettings	10,572			10,572	13,020
4 Fundraising	10,099			10,099	20,083
5 Other Income & Legacy	4,309			4,309	1,319
6 Internal Organisations	2,191			2,191	2,160
7 Total Incoming Resources	54,064			54,064	74,245
Resources Expended					
8 Circuit Assessment or Share	23,500			23,500	22,500
9 Grants and Donations	6,299			6,299	4,783
10 Repairs and Maintenance	24,874			24,874	66,799
11 Insurance, Utilities etc	7,875			7,875	8,342
12 Depreciation	2,387			2,387	1,626
13 Provisions					
14 Other expenditure	5,243			5,243	5,646
15 Mission		119		119	450
16 Internal Organisations	613			613	704
17 Total Resources Expended	70,791	119		70,910	110,850
18 Net Incoming Resources	-16,727	-119		-16,846	-36,605
19 Transfers between funds					
20 Sub Total	-16,727	-119		-16,846	-36,605
21 Gains and losses on investment assets					
22 Net investment in funds	-16,727	-119		-16,846	-36,605
23 Total funds brought forward	160,294	119		160,413	197,018
24 Total funds carried forward at end of year	143,567			143,567	160,413

For information only: Money received and passed on to External Organisations

Balance brought forward from last year				
Offerings/Gifts - received for External Organisations		3249.66		2154
Offerings/Gifts - passed to External Organisations		3249.66		2154
Balance carried forward				

UNITED CHURCH OF EGHAM BUDGET

Budget

September 2014 through August 2015

Ordinary Income/Expense

Income

Catering profit from Main fund	1,880
Dividend Inc.	2
Freewill Offerings	21,049
Interest	312
Rental Income	8,827
Sale Notelets & t Towels	2
Tax Refund	4,500
Transfer from other fund	1,660
Income Generation	1,630
Total Income	<u>39,862</u>

Expense

Assessments	23,500
Book-keeping	2,120
Cleaning	3,393
Connexional Funds	2,683
flower fund	850
Heating and Lighting	4,489
Insurance	3,400
Ministerial & Pastoral	1,264
Music	1,020
Other Expenses	896
Printing & Stationery	565
Property Expenses	2,855
Telephone	300
Water	314
	<hr/>
	47,649
Total Expense	<hr/>
Shortfall	7,787

End of report.