

Hertford Baptist Church

Port Hill
Hertford
Hertfordshire

A registered place of worship
Registered Charity No 1131979

Report of the Trustees

and Accounts

1 January - 31 December 2009

Report of the Trustees and Accounts
of
HERTFORD BAPTIST CHURCH

for the year 1 January to 31 December 2009

Church Office:
13-15 Chambers Street
Hertford, SG14 1PL

Tel: 01992 582951
Fax: 01992 413292
Email: theoffice@hertfordbaptist.org.uk
www.hertfordbaptist.org.uk

Senior Pastor	Rev Steve Fenton
Pastor	Mr David Lockwood
Youth & Children's Pastor	Mr Andy King

The Managing Trustees when this report was approved were:

Deidre Bastable
Colin Broomfield (Treasurer)
Pete Croft (to 30 September 2009)
Ken Hall (Secretary)
Kim Hatfield
Nigel Hollingsworth
Richard Long
David Pierce (from 19 May 2009)
David Scott
Dawn Weston (to 11 October 2009)
Geoffrey Williams

Bankers: Lloyds Bank plc
1 Bircherley Street
Hertford, SG14 1BU

Solicitors:	Longmores	Auditors:	Cansdales
	24 Castle Street		Chartered Accountants & Business Advisors
	Hertford		Bourbon Court
	SG14 1HP		Nightingales Corner
			Little Chalfont
			Bucks HP7 9QS

HERTFORD BAPTIST CHURCH

Report of the Trustees and Accounts for the year ended 31 December 2009

STRUCTURE GOVERNANCE AND MANAGEMENT

Hertford Baptist Church is a charity registered with the Charity Commission No. 1131979, constituted as an Unincorporated Charitable Association. It is governed by a Foundation Trust Deed dated 16 November 1903 enrolled in the Central Office of the Supreme Court of Judicature on the 21 November 1903, by a constitution approved by the Charity Commission on 5 October 2009 and by Declaration of The Baptist Trusts for Churches 2003 and the Baptist Trusts for Manses 2004, dated 18 April 2006. The church is the beneficial owner of freehold property in Hertford, the legal title to which is held by the church's custodian trustee, the Baptist Union Corporation Ltd.

Hertford Baptist Church is a fully independent organisation and the Church Members' Meeting, held six times a year, is the ultimate authority. The Church Members' Meeting appoints deacons who act as managing trustees. The appointment of trustees requires the support of 50% eligible votes cast. Under standing rules deacons are appointed for a period of three years, and may serve for two consecutive periods of three years before being required to stand down for a minimum of one year. Two officers, a secretary and a treasurer, are elected annually and are ex officio deacons and managing trustees. Information is provided for those considering offering themselves for election as deacons and trustees, as is induction and ongoing training for those elected.

The day-to-day programme and spiritual welfare of the church is directed by the Senior Pastor in consultation with the Pastor and the Youth and Children's pastor. Individual deacons have a lead role on various aspects of the church's ministry. The pastors, deacons and trustees meet monthly to determine, approve and monitor the strategy and programme of the church, to receive financial reports, and to undertake the management responsibilities of the charity. They also meet annually for an extended meeting to consider strategic development.

Hertford Baptist Church is a member of the Baptist Union of Great Britain, its regional organisation the Central Baptist Association, and a number of other organisations with which it identifies, including the Evangelical Alliance and the local ecumenical group, Hertford and District Churches Together.

Various organisations are associated with the church and their leaders are appointed by the Church Members' Meeting. Some of these small organisations keep their own accounts and have separate bank accounts; none exceed £5,000 in income or expenditure per annum. Other unrelated organisations, which are compatible with the church's values, use the church premises and usually pay a nominal fee for doing so. There are no other legal or formal links with related parties.

A policy of continuous risk assessment and review is adopted. A Health & Safety Policy Document was formally adopted by the Church Meeting in May 2004, and a Health & Safety Officer appointed. A range of risk assessments, action plans and work activities have resulted.

The charity must comply with the reporting requirements of the Charities Act 1993 and the revised Statement of Recommended Practice, 'Accounting and Reporting by Charities' (SORP 2005) issued by the Charity Commission in March 2005. One requirement is the preparation of this formal Report of the Trustees. In preparing this report, the trustees have taken note of all the requirements and guidance issued by the Charity Commission including the specific guidance for religious charities on public benefit. Though the charity now falls below the threshold at which a full audit is required, the charity has not changed its policy to prepare its accounts on an accruals basis and comply with approved accounting standards.

HERTFORD BAPTIST CHURCH

Report of the Trustees and Accounts for the year ended 31 December 2009 (continued)

OBJECTIVES AND ACTIVITIES

The Mission Statement of the Church is, "Helping People Follow Jesus", and this is defined in the booklet, "Core Values", dated September 1999. Four core values, Worshipping Community, Caring Community, Discipling Community and Witnessing Community, define the nature of the Church and its vision for growth, and the church seeks to encourage individual members to demonstrate these values in their own lives. The church follows the doctrinal basis contained in its governing document and seeks to apply this in today's society and culture.

The church's principal aim is to advance the Christian faith in Hertford and surrounding areas and through the Christian church nationally and worldwide, and to serve the needs of the local community. To help fulfil these objectives, Hertford Baptist Church maintains a registered place of worship and associated buildings, for Christian worship, fellowship, teaching and community activities. Regular Sunday services are conducted and a wide range of weekday activities are organised for all ages and many sections of society, to which all are welcome. To achieve the benefits of smaller scale group activities, Home Groups meet weekly for mutual encouragement and support.

The church also directly provides other charitable activities providing educational, social and welfare support which are open to the community, and makes its premises available to other organisations whose objectives are compatible with those of the church and provide similar activities. It also supports educational and relief work worldwide. Members of the church are active in the local and the wider community, in the work of voluntary agencies and in the service and governance of various local bodies.

Three full-time pastors, a part-time secretary and two part-time cleaners are presently employed. These employees work alongside over 150 voluntary workers without whom the church could not function.

ACHIEVEMENTS AND PERFORMANCE

The church has maintained all its major areas of work during the year. Three Sunday services and a monthly midweek evening service are offered. About 400 people attend one or more services on Sundays, and four people were baptised during the period. The children and young people's activities, the baby and toddler club and the regular meetings for more elderly folk are all well supported. New initiatives in the children and young people's work have been tried with some good successes in encouraging new people to come along. Mid-week home groups have continued with 19 groups and largely the same numbers involved. The church website provides a well-used source of information both for members and others and the weekly sermons are now available for listening to on-line and for download.

During 2009 the church was seeking a new assistant pastor and a Youth and Children's Pastor. In June Mr David Lockwood was called to be assistant pastor starting and inducted in September 2009. Mr Andy King was called to be Youth and Children's Pastor starting in January 2010, and was inducted in February 2010. Mrs Dawn Weston, continued on a temporary part-time basis as Children and Youth Leader until 11 October 2009.

In addition to the successful appointment of two pastors, the church has made good progress with all other aspects of its plans for the year. Following a process of thorough and constructive consultation with members a new constitution was adopted in June, and formal registration as a charity with the Charity Commission was completed on time in October.

HERTFORD BAPTIST CHURCH

Report of the Trustees and Accounts for the year ended 31 December 2009 (continued)

ACHIEVEMENTS AND PERFORMANCE (contd)

The Hertford CAP Centre works in partnership with Christians Against Poverty to bring their award winning debt counselling services to local people with serious debt problems. CAP aims to show God's love in action by providing sustainable poverty relief through debt counselling, advice and practical help using trained people from the church and CAP headquarters. This is a growing and important work particularly in these times of economic difficulties for many individuals and families. Working with the Police, Local Council and other churches, Hertford Baptist Church is also active in providing and supporting Street Pastors. This work is highly valued by community leaders and involves meeting people who are having a bad time on the street, often late at night and at weekends. This ministry is part of 'loving our neighbours as ourselves' in helpful and practical ways.

The Cross Links group at Hertford Baptist Church is particularly for adults (16+) with learning disabilities. This social network with a Christian foundation has been growing for more than six years providing opportunities for fun, food and friendship as well as enabling individuals to express themselves spiritually. Members of the group are included and involved in worship and fellowship, and supported in making informed choices about Christianity.

The monthly community event and the fortnightly lunch club at Sele Farm Community Centre have been running for more than two years and are established with good teams of volunteer workers. The monthly event is now attended by about 60 people.

In August 2009 the Church joined with other churches in the area in a follow-on event to last year's Hertfest, for a day of outreach involving a large number of people of all ages.

FINANCIAL REVIEW

In 2008 the church changed its financial period to end on 31 December, and the financial period recorded in this report is therefore the first full-year accounting period of the new system. Direct comparison with the previous nine-month period is therefore not possible. Financial income is derived from voluntary donations and regular giving by church members and those who attend the church. Donations of £204,575 through regular offerings were about 5% below the budgeted target.

A significant proportion of the church's income is given by way of donations to Christian mission and relief groups and training colleges, to individuals in training for Christian service and to people in Christian work, mostly overseas and through their commissioning organisations. These grants are approved annually by the Church Members' Meeting and no commitment is made to grants in advance or to future funding, the funding for such grants being received during the year of payment. A small pastoral care fund is also available for immediate relief of need. Full disclosure of material grants made is included in the notes to the accounts including the names of individuals ultimately benefiting for material amounts.

It was decided that in future the Thankoffering will be held during the period of Lent, and there was therefore no normal Thankoffering during 2009, but a special appeal to raise funds for a new manse raised about £136,000 in gifts and loans. In the year January – December 2009 the church was able, through the generosity of members and friends, to make donations to external causes amounting to £64,900, approximately 22% of total expenditure. This was lower than usual as there was no Thankoffering during the period.

HERTFORD BAPTIST CHURCH

Report of the Trustees and Accounts for the year ended 31 December 2009 (continued)

FINANCIAL REVIEW (contd)

Funds are 'restricted' when given for a specific purpose and generally these are disbursed before the end of the financial year. 'Designated' funds are funds designated by the managing trustees for a particular purpose, and in the interests of clarity the tangible fixed assets of the church (land, buildings, fixtures and fittings) which are not normally available for general purposes are held as designated funds. The balance of funds held at the year end, mainly in designated funds, includes £335,000 allocated for the purchase of a new manse; this transaction was completed in February 2010. Unrestricted funds available for general purposes at the year end were £172,481, a decrease of £512 on the previous period.

The expectation is that funds will be used for the furtherance of the Church's objectives in the year received and there are no specific investment powers. The policy is that reserves of unrestricted funds (free reserves) should normally be not less than the equivalent of 3 months expenditure and not exceed 12 months expenditure. In addition, at least £5,000 should normally be added to reserves each year to cover the future cost of major building refurbishment. Reserve funds should be readily accessible. Cash investments should be retained in high interest, instant access, bank accounts.

Property should be used to further the aims of the Church and not used for investment purposes, except for short-term letting of temporarily vacant housing. Freehold land and buildings are re-valued every five years. All freehold land and property owned by the Church was surveyed and re-valued in March 2007 to re-establish a true market basis for the fixed assets stated in the Report and Accounts. The church's former manse at 17 Chambers Street, was sold on 30 April 2009 for £190,000. After deduction of costs the sale realised £185,596, which was temporarily deposited with the Baptist Union Corporation. A new larger manse to provide accommodation for the Youth and Children's Pastor was purchased in February 2010 at a cost of £335,000, funded almost entirely by the proceeds from the sale of the previous manse and funds raised by the special appeal referred to above. The Church also carried out the modernisation of its heating system during the year.

Free reserves of £172,481 include provision for additional building work required for the modernisation of the new manse, and for repairs to the church building undertaken early in 2010. After allowing for these costs, reserves still remain at about four months normal expenditure, and these are adequate to fulfil the obligations of the Church, and to provide a buffer against any other future contingencies and any decline in voluntary income. The deacons fully expect that there will be sufficient funds to meet the planned expenditure during the current year.

PLANS FOR FUTURE PERIODS

The past two years have seen major change in the team of ministers for the church. The recruitment of two pastors in 2009 to work with the Senior Pastor has provided the leadership strength the church requires to further develop its existing programme. The opportunity is being taken in the early summer of 2010 for the Senior Pastor to have sabbatical leave for a period of three months which will provide an opportunity to reflect on the strategic vision and priorities for the work of the church for the next period of the church's life.

CUSTODIAN TRUSTEE

No funds are held on behalf of others as Custodian Trustee.

HERTFORD BAPTIST CHURCH

Report of the Trustees and Accounts for the year ended 31 December 2009 (continued)

Statement of Trustees' Responsibilities:

The Trustees are required to prepare accounts for each financial year which give a true and fair view of the state of the Church's affairs and of its results for the year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts and whether the accounts have been prepared in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005).
- prepare accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for:

- keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church;
- safeguarding the assets of the Church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Diaconate on 12 May 2010 and signed on their behalf by :

Colin Broomfield **Trustee**

Ken Hall **Trustee**

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF HERTFORD BAPTIST CHURCH

We have audited the accounts of Hertford Baptist Church for the year ended 31 December 2009 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes numbered 1 to 16. These accounts have been prepared under the historical cost convention and the accounting policies set out in note 1.

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

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

As set out in the Trustees' Report, the Trustees are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

It is our responsibility to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the Trustees' Report is not consistent with the accounts, if the Trustees have not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding the Trustees' remuneration and transactions with the Trustees is not disclosed.

We read the Trustees' Report, and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with the International Standards on Auditing (UK and Ireland) issued by the Auditing Practice Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the Financial Report, and of whether the accounting policies are appropriate to the Trustees' circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial report is free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

OPINION

In our opinion the accounts give a true and fair view of the state of the charity's affairs as at 31 December 2009 and of its incoming resources and application of resources in the year then ended, and have been properly prepared in accordance with the Charities Act 1993.

Bourbon Court
Nightingales Corner
Little Chalfont
Bucks
HP7 9QS

CANSDALES
Chartered Accountants
& Statutory Auditors

HERTFORD BAPTIST CHURCH

Statement of Financial Activities for the year ended 31 December 2009

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2009	Total Funds Apr-Dec2008	
	£	£	£	£	£	
INCOME & EXPENDITURE						
Incoming Resources						
Voluntary Income						
Regular Offerings	204,575	-	-	204,575	145,965	
Special Gifts & Legacies	1,709	4,844	99,128	105,681	9,694	
Thankoffering	-	-	-	-	10,977	
Gift Aid recoverable	43,473	558	20,345	64,376	33,102	
Activities which generate funds						
From use of property	2,420	-	-	2,420	2,385	
From repayments	673	-	-	673	602	
From investment - bank interest	937	-	-	937	4,542	
Income from charitable activities						
Contributions to activities	2,975	-	-	2,975	1,850	
Other incoming resources	583	-	-	583	68	
Total Incoming Resources	257,345	5,402	119,473	382,220	209,185	
Resources Expended						
Costs in furtherance of the church's activities						
Costs of Activities						
Local Ministry	Note 3	141,007	33,974	431	175,412	145,429
Grants payable						
National Mission	Note 4	17,362	634	-	17,996	17,680
World Mission	Note 4	30,860	-	1,433	32,293	30,170
Future Mission	Note 4	5,252	3,243	-	8,495	13,970
Thankoffering	Note 4	-	3,516	-	3,516	7,687
Special Appeals	Note 4	-	-	2,881	2,881	-
Governance Costs	Note 5	7,107	-	-	7,107	5,064
Total Resources Expended	Note 6	201,588	41,367	4,745	247,700	220,000
Net Incoming/(Outgoing) Resources before Transfers		55,757	(35,965)	114,728	134,520	(10,815)
Transfers between Funds		(56,269)	55,996	273	-	-
Net Incoming (Outgoing) Resources		(512)	20,031	115,001	134,520	(10,815)
Gains & (Losses)						
on sale of fixed assets		-	(24,204)	-	(24,204)	-
Net Movement in Funds		(512)	(4,173)	115,001	110,316	(10,815)
Total Funds Brought Forward at 1 January 2009	Notes 12/13/14	172,993	2,161,080	364	2,334,437	2,343,856
Total Funds Carried Forward at 31 December 2009	Notes 12/13/14	172,481	2,156,907	115,365	2,444,753	2,334,437

There are no recognised gains and losses other than the result for the year. All of the Church's activities are classed as continuing.

The notes numbered 1 to 16 form part of these accounts

HERTFORD BAPTIST CHURCH

Balance Sheet at 31 December 2009

	Notes	2009 £	2008 £
Fixed Assets			
Tangible Fixed Assets	Note 8	1,966,166	2,153,944
Current Assets			
Debtors	Note 9	64,376	33,102
Cash at bank & in hand	Note 10	445,057	152,714
Total Current Assets		<hr/> 509,433	185,816
Liabilities			
amounts falling due within 1 year	Note 11	8,596	5,323
amounts falling due within 2-5 years	Note 11	22,250	-
Net Current Assets		<hr/> 478,587	180,493
Total Assets less current liabilities		2,444,753	2,334,437
Net Assets		<hr/> 2,444,753	<hr/> 2,334,437
Funds			
Unrestricted	Note 12	172,481	172,993
Designated	Note 13	2,156,907	2,161,080
Restricted	Note 14	115,365	364
		<hr/> 2,444,753	<hr/> 2,334,437

Approved by the Diaconate on 12th May 2010 and signed on their behalf

by Colin Broomfield, Trustee

The notes numbered 1 - 16 form part of these accounts

HERTFORD BAPTIST CHURCH

Notes to the accounts for the year ended 31 December 2009

1. Accounting Policies

a. Basis of Accounting

The accounts are prepared under the historical cost convention as modified by the revaluation of fixed assets and in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE).

b. Fixed Assets

Freehold land and buildings were surveyed in March 2007 and the values are restated in accordance with current valuations. The more substantial fixtures and fittings are stated at their insurance value.

Freehold land is not depreciated. Freehold buildings are now depreciated over 50 years under the FRSSE following the valuation in March 2007. Fixtures, fittings and equipment are depreciated at a rate of 10% per annum on the valuation figure. Buildings improvements, fixtures, fittings and equipment costing more than £4000 are capitalised.

c. Designated and Restricted Funds

General unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the Church. Such funds may be held in order to finance both working capital and capital investment.

Funds are treated as "designated" when they have been set aside for a specific purpose out of funds available for the General Purposes of the church. In the event of the intended purpose not requiring the money such funds could be returned to general use.

Funds are treated as "restricted" when they were given for a specific purpose and cannot be used for the general purpose of the church. These mainly arise from donations given for the support of a named individual or organisation and whenever possible these funds are disbursed in the year of receipt.

The church has no endowment funds.

d. Incoming Resources

Income has been accounted for on the basis of cash received, except for tax recoverable in respect of Gift Aid receipts and for interest receivable which are accounted for on an accruals basis.

e. Allocation of Expenditure

In accord with the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005), the church's expenditure is allocated between the costs of the church's local charitable activities, charitable grants paid to others, and the Charity's Governance costs. All support costs are allocated to the church's local activities, except for the 10% of the costs of the paid secretary allocated to Governance, as analysed in note 5 below.

f. Pensions

The charity makes payments into the BU Pension Scheme and other pension schemes for its employees. The amounts charged to the Statement of Financial Activities in respect of pension costs is the contribution payable in the year.

g. Grants

Grants are made from funds donated in the year for which the grant is agreed, and it is the trustees' policy to account for such grants when they are paid.

2. Charitable Status

Hertford Baptist Church is a registered charity no. 1131979 and the church building is a registered place of worship.

HERTFORD BAPTIST CHURCH

Notes to the accounts for the year ended 31 December 2009 (continued)

3. Local Ministry		Unrestricted	Designated	Restricted	Total	Total Apr-
		2009	2009	2009	2009	Dec 2008
		£		£	£	£
Premises		26,418	-	-	26,418	23,614
Depreciation		-	33,974	-	33,974	37,983
Ministry		45,614	-	-	45,614	38,671
Youth staff		13,698	-	-	13,698	3,494
Church Activities		12,861	-	175	13,036	13,601
Outreach Activities		10,070	-	256	10,326	5,402
Enabling Activities		31,301	-	-	31,301	21,832
Bank charges		1,045	-	-	1,045	832
		<u>141,007</u>	<u>33,974</u>	<u>431</u>	<u>175,412</u>	<u>145,429</u>
4. Grants for Mission		Unrestricted	Designated	Restricted	Total	Total Apr-
		2009	2009	2009	2009	Dec 2008
		£		£	£	£
National Mission						
Baptist Home Mission (CBA)	(1)	11,447	-	-	11,447	8,223
Future Hope	(1)	2,500	-	-	2,500	4,375
Hertford Young Life	(1)	2,500	-	-	2,500	4,375
Hertford Churches Together	(1)	600	-	-	600	200
Spurgeon's Child Care	(1)	-	634	-	634	507
Others (Causeway)	(5)	315	-	-	315	-
		<u>17,362</u>	<u>634</u>	<u>-</u>	<u>17,996</u>	<u>17,680</u>
World Mission						
BMS World Mission	(1)	10,740	-	-	10,740	11,694
BMS Relief Fund / Operation Agri	(1)	-	-	1,433	1,433	-
Baptist training in Israel	(1)	-	-	-	-	2,000
Tear Fund	(1)	2,625	-	-	2,625	2,500
Christian Aid	(1)	2,625	-	-	2,625	2,500
Bible Society	(1)	-	-	-	-	400
Other societies	(1)	-	-	-	-	452
TASK (to support P Bissett)	(1)	600	-	-	600	555
MECO (to support E Moysey)	(1)	1,784	-	-	1,784	1,275
OMF (to support A & J Curry)	(1)	8,466	-	-	8,466	5,544
Latin Link (to support W Davies)	(1)	1,260	-	-	1,260	1,200
Interserve (M LeRoy & D Weston)	(2)	2,760	-	-	2,760	2,050
		<u>30,860</u>	<u>-</u>	<u>1,433</u>	<u>32,293</u>	<u>30,170</u>
Future Mission						
Spurgeons College	(1)	-	-	-	-	2,440
All Nations Christian College	(1)	2,560	-	-	2,560	2,440
Training Support	(10)	2,692	3,243	-	5,935	9,090
		<u>5,252</u>	<u>3,243</u>	<u>-</u>	<u>8,495</u>	<u>13,970</u>
Thankoffering & Special Appeal						
Thankoffering	(2)	-	3,516	-	3,516	7,687
Special appeals		-	-	2,881	2,881	-
		<u>-</u>	<u>3,516</u>	<u>2,881</u>	<u>6,397</u>	<u>7,687</u>

The numbers of separate grants paid out to institutions only are disclosed above in brackets. Some single grants are paid in monthly instalments. No support costs are apportioned to the payment of grants to Mission.

HERTFORD BAPTIST CHURCH

Notes to the accounts for the year ended 31 December 2009 (continued)

5. Governance

	2009	Total Apr- Dec 2008
	£	£
Audit fee	3,143	3,405
Legal & Professional Fees	2,595	758
Secretarial	1,369	901
	<u>7,107</u>	<u>5,064</u>

6. Total Resources Expended

	Staff Costs	Premises Costs	Other Costs	Total 2009	Total Apr- Dec 2008
	£	£	£	£	£
Local Ministry	75,685	26,418	73,309	175,412	145,429
National Mission	-	-	17,996	17,996	17,680
World Mission	-	-	32,293	32,293	30,170
Future Mission	-	-	8,495	8,495	13,970
Thankoffering & Appeal	-	-	3,516	3,516	7,687
Special Appeals	-	-	2,881	2,881	-
Governance	1,369	-	5,738	7,107	5,064
	<u>77,054</u>	<u>26,418</u>	<u>144,228</u>	<u>247,700</u>	<u>220,000</u>

	2009	Total Apr- Dec 2008
	£	£
Staff Costs		
Stipends, Expenses & Wages	64,937	46,002
Social Security Costs	5,471	3,238
Pensions Costs	6,646	4,929
	<u>77,054</u>	<u>54,169</u>

Average Number of Employees

Ministers	1	2
Youth leader	1	-
Secretary	1	1
Cleaners	2	2
	<u>5</u>	<u>5</u>

No employee earned £60,000 or more during the year.

7. Transactions with Deacons and Connected persons

Only one deacon has received remuneration from the church. A payment of £1600 was made to Interserve in support of the part-time employment by the society of Dawn Weston, who was also a deacon. From January to October Dawn Weston was also employed by the church as Youth Leader on a temporary basis, and during that period received £9,619 in salary.

On occasion, deacons and members of their families have claimed travel expenses or made purchases on behalf of the church and the cost has been reimbursed. During the year expenses totalling £130 were reimbursed. (2008: £199)

Notes to the accounts for the year ended 31 December 2009 (continued)

8. Tangible Fixed Assets

	Freehold Land	Freehold Buildings	Fixtures, Fittings & Equipment	Total
	£	£	£	£
Valuation				
At 31 December 2008	880,000	1,195,000	190,527	2,265,527
Additions	-	-	55,996	55,996
Disposals	(85,000)	(130,000)	-	(215,000)
At 31 December 2009	<u>795,000</u>	<u>1,065,000</u>	<u>246,523</u>	<u>2,106,523</u>
Depreciation				
At 31 December 2008	-	47,800	63,783	111,583
Depreciation on disposals	-	(5,200)	-	(5,200)
Charge for the year	-	21,300	12,674	33,974
At 31 December 2009	<u>-</u>	<u>63,900</u>	<u>76,457</u>	<u>140,357</u>
Net Book Value				
At 31 December 2009	<u>795,000</u>	<u>1,001,100</u>	<u>170,066</u>	<u>1,966,166</u>
At 31 December 2008	<u>880,000</u>	<u>1,147,200</u>	<u>126,744</u>	<u>2,153,944</u>

Freehold Land and Buildings

In March 2007, all freehold land and buildings were surveyed and revalued at current market rates by P K C Wisbey FRICS, IRRV, and on the advice of the auditors values for land and buildings were assessed separately. The church and halls are shown at the lower realistic alternative use value quoted of £800,000. 13/15 Chambers Street, Hertford, currently used as offices and meeting rooms, are now shown at the higher value assigned to them if they were to revert to residential use.

The value of buildings is depreciated over 50 years under the guidance in FRS15 following the valuation in March 2007. Fixtures, fittings and equipment are depreciated at a rate of 10% per annum on the valuation figure.

All of the above are Functional Fixed Assets of the charity. In April 2009 a former manse was sold, realising £185,596, which was temporarily deposited with the Baptist Union Trust Fund until a new manse was purchased in January 2010.

9. Debtors

	2009 £	2008 £
Income Tax Recoverable	64,376	33,102
	<u>64,376</u>	<u>33,102</u>

10. Cash at Bank and In Hand

	2009 £	2008 £
Bank Accounts	444,933	152,659
Petty Cash	124	55
	<u>445,057</u>	<u>152,714</u>

11. Liabilities

	2009 £	2008 £
Payroll liabilities	-	1,667
Loans repayable	22,250	-
Accruals	8,596	3,656
	<u>30,846</u>	<u>5,323</u>

Notes to the accounts for the year ended 31 December 2009 (continued)

12. Unrestricted Funds

	Balance	Movement			Balance
	1.1.09	Incoming	Outgoing	Transfers	31.12.09
	£	£	£	£	£
General Church Funds	172,993	257,345	201,588	(56,269)	172,481

13. Designated Funds

	Balance	Movement			Balance
	1.1.09	Incoming	Outgoing	Transfers	31.12.09
	£	£	£	£	£
Thankoffering	5,782	-	3,516	-	2,266
Training Support	1,354	4,207	3,243	-	2,318
Special appeals	-	1,195	634	-	561
Proceeds from sale of assets	-	-	-	185,596	185,596
	7,136	5,402	7,393	185,596	190,741
Tangible fixed assets	2,153,944	-	58,178	(129,600)	1,966,166
	2,161,080	5,402	65,571	55,996	2,156,907

The Thankoffering and Special Appeals funds are raised each year and are used for specific causes decided by the Trustees. The Training Support fund supports individuals training for Christian service through full or part-time courses or on training placements. Proceeds from the sale of 17 Chambers Street have been set aside by the Trustees to purchase a third manse. The Tangible fixed assets fund is set aside to represent the net book value of the property held by the church.

14. Restricted Funds

	Balance	Movement			Balance
	1.1.09	Incoming	Outgoing	Transfers	31.12.09
	£	£	£	£	£
Manse Appeal	-	112,505	-	-	112,505
Baptist societies	-	4,293	1,433	-	2,860
Others	364	2,675	3,312	273	-
	364	119,473	4,745	273	115,365

The Manse Appeal commenced this year and is specifically to support the purchase of a third manse. Baptist societies and other funds are ongoing funds held for specific societies, the majority of which were paid out in the course of the year.

15. Analysis of Net Assets Between Funds

	Tangible Fixed Assets	Net Current Assets	Total Assets
	£	£	£
Unrestricted Funds (note 12)	-	172,481	172,481
Designated Funds (note 13)	1,966,166	190,741	2,156,907
Restricted Funds (note 14)	-	115,365	115,365
	1,966,166	478,587	2,444,753

16. Operating lease commitments

At 31 December 2009 there were annual commitments under operating leases expiring in two to five years of £1,457 (2008: £1,457). None of the commitments relate to land and buildings.