



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Broadfield Christian Fellowship

On accounts for the year  
ended

31 December 2024

Charity no  
(if any)

1081321

Set out on pages

3-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed: S Downes

Date: 08 October 2025

Name: Suzette Downes

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

BSc (Hons)

Address:

12 Highwood Crescent

Horsham

RH12 1EN

**Section B****Disclosure**

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

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



## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-01-24		31-12-24

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bank Interest	155	-	-	155	103
Church Weekend	3,925	-	-	3,925	1,755
Coffee Shop	261	-	-	261	405
Little Lambs	970	-	-	970	910
Offerings	20,001	-	-	20,001	18,863
Specific Gifts	450	-	-	450	1,383
Tax Rebate	4,693	-	-	4,693	4,638
<b>Sub total (Gross income for AR)</b>	<b>30,455</b>	<b>-</b>	<b>-</b>	<b>30,455</b>	<b>28,057</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30,455</b>	<b>-</b>	<b>-</b>	<b>30,455</b>	<b>28,057</b>
<b>A3 Payments</b>					
Bank Charges	133	-	-	133	138
Children & Youth	50	-	-	50	20
Church Weekend	5,048	-	-	5,048	2,332
Coffee Shop	1,604	-	-	1,604	1,652
Copyright Licence	334	-	-	334	348
Equipment	64	-	-	64	11
Guest Speakers	800	-	-	800	1,000
Hall Hire	26	-	-	26	-
Ichthus Christian Fellowship	600	-	-	600	160
Insurance	427	-	-	427	410
Joint Management Committee	3,300	-	-	3,300	3,300
Legal	350	-	-	350	600
Literature	-	-	-	-	315
Little Lambs	1,058	-	-	1,058	1,011
Music	27	-	-	27	7
Pastoral Gifts	200	-	-	200	194
Postage & Phone	1	-	-	1	-
Printing & Stationery	68	-	-	68	126
Regular Gifts	3,000	-	-	3,000	3,000
Social Events	126	-	-	126	316
Software	36	-	-	36	-
Special Gifts	762	-	-	762	1,500
Staff Costs	10,819	-	-	10,819	10,219
Subscriptions	267	-	-	267	315
Sunday Service	154	-	-	154	82
Training & Conferences	100	-	-	100	450
<b>Sub total</b>	<b>29,354</b>	<b>-</b>	<b>-</b>	<b>29,354</b>	<b>27,506</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>29,354</b>	<b>-</b>	<b>-</b>	<b>29,354</b>	<b>27,506</b>
<b>Net of receipts/(payments)</b>	<b>1,101</b>	<b>-</b>	<b>-</b>	<b>1,101</b>	<b>551</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>7,965</b>	<b>-</b>	<b>-</b>	<b>7,965</b>	<b>7,414</b>
<b>Cash funds this year end</b>	<b>9,066</b>	<b>-</b>	<b>-</b>	<b>9,066</b>	<b>7,965</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	1,019	-	-
	Deposit Account	8,044	-	-
	Cash	3	-	-
	<b>Total cash funds</b>	<b>9,066</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	AV equipment		6,500	-
	Kitchen equipment		500	-
	Musical instruments		500	-
	Laptop computer & software		600	-
	Lectern		250	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Kevin Gordon	01-Sep-25



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From 1 Jan 2024    Period start date    To    31 Dec 2024    Period end date**

**Charity name: Broadfield Christian Fellowship**

**Charity registration number: 1081321**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>a) To advance the Christian faith in accordance with the statement of beliefs appearing in the schedule hereto in West Sussex and in such other parts of the United Kingdom or the world as the trustees may from time to time think fit.</p> <p>b) To relieve persons who are in conditions of need or hardship or who are aged or sick and to relieve the distress caused thereby in the said West Sussex and in such other parts of the United Kingdom or the world as the trustees may from time to time think fit.</p> <p>c) To promote and fulfil such other charitable purposes beneficial to the community in the said West Sussex and in such other parts of the United Kingdom or the world as the trustees may from time to time think fit.</p>

<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>Para 1.17 and 1.19</p>	<p>We seek to express God's love by promoting the Christian faith and through compassion for those in physical, mental and spiritual hardship, without discrimination or passing judgment.</p> <p>Broadfield Christian Fellowship serves the local community in a number of ways:</p> <p><b>Sunday service</b> for Christian worship and teaching. The Church meets in the Broadfield Community Centre, Crawley. Admittance: Public admittance Charitable needs met: Facilitates worship for Christian believers, teaching for Christians and others on moral and faith issues, pastoral care by prayer on request. Accessibility: Ground floor, wheelchair access, disabled access WC Charge: No charge. Regular attendees invited to contribute voluntarily</p> <p><b>Wednesday Coffee Shop</b> for refreshment, friendship and help, meeting in the Broadfield Community Centre, Crawley. Second-hand clothing and other items are freely available. Once a month, UKHarvest food rescue service distribute food alongside the weekly Coffee Shop. Admittance: Public admittance Charitable needs met: Social and leisure activity, relief of need and financial hardship, pastoral care by prayer on request. Accessibility: Ground floor, wheelchair access, disabled access WC Charge: No charge. Donations accepted.</p> <p><b>Little Lambs Play and Sing</b> toddler group for refreshment, friendship and play, meeting in the Broadfield Community Centre, Crawley. Admittance: Public admittance. Charitable needs met: Preschool play and learning for children, friendly social group for parents. Accessibility: Ground floor, wheelchair access, disabled access WC Charge: Nominal charge.</p> <p><b>Church Weekend Away</b> for Christian worship and teaching. The Church went to De Vere Horsely Estate in 2024. Admittance: Public admittance but numbers are limited by the venue.</p>
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		<p>Charitable needs met: Facilitates worship for Christian believers, teaching for Christians and others on moral and faith issues, pastoral care by prayer on request.</p> <p>Accessibility: Ground floor, wheelchair access, disabled access WC</p> <p>Charge: Attendees are charged, some subsidies are given.</p>
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Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	Volunteers are an important resource in both our faith and community work. Volunteers are involved in all of our faith and community activities. We have around 15 people regularly giving their time, skill and effort. All our trustees also give of their time freely. The charity relies on the time and effort given by volunteers to run the Sunday service, Little Lambs toddler group, Wednesday Coffee Shop and the church weekend away.

**Achievements and Performance**

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Broadfield Christian Fellowship is a local church made up of people from all backgrounds. We are based in the Broadfield Youth and Community Centre, which we share with the Church of England and Roman Catholic churches. We are adjacent to the local shopping parade, which includes a large free car park, and opposite the library and Neighbourhood Hub, ideally situated for the local community.</p> <p>Broadfield Christian Fellowship is a Link Church within the Ichthus Christian Fellowship, which is based in South London, and a member of the Evangelical Alliance. We are in fellowship with other evangelical churches in Crawley and have links with various local Christian groups, such as The Lighthouse Project, a Christian ministry to the children of Crawley, The Christians Against Poverty Crawley Debt Centre, the International Bible Training Institute in Burgess Hill, and The Easter Team, a local Christian charity that serves people who are homeless or in need in and around Crawley.</p> <p>We meet every Sunday morning at 10.30 a.m. (10.00 a.m. for refreshments) in the Community Centre Social Hall for worship and teaching. Our worship style is informal and generally led by people from within the Fellowship, using studies produced by a variety of sources and with occasional visiting speakers. We normally celebrate communion on the third or fourth Sunday in each month and at other times as arranged. We also have a weekly Monday evening prayer meeting, currently via Zoom, and a weekly home group on Tuesdays. A weekly news sheet is produced giving details of all planned activities and other local Christian events.</p> <p>On Mondays at 9.30 am we run Little Lambs Play &amp; Sing toddler group where all babies and pre-school children with a carer are welcome. Every Wednesday at 9.15 am we run the Triangle Coffee Shop in the Social Hall, at which coffee, tea and toast are served for a nominal donation. Second-hand clothes and other items are also freely available. This provides an important service to the community and many people drop in during this time. On the third Wednesday of each month, we are visited by the UKHarvest food rescue service. The</p>
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		<p>Coffee Shop has been awarded the highest 5-star Food Standards Agency rating for Food Hygiene by the local authority.</p> <p>David Evans has continued to be employed as Pastor on a part-time basis throughout the year and the three trustees have continued without change.</p>
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's financial position is healthy, income and expenditure are roughly balanced and all of the charity's normal expenditure is covered.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	In accordance with advice from the Commission we have agreed to hold reserves equivalent to at least three months' normal expenditure. We do not intend to build up reserves much beyond this value.
Amount of reserves held	Para 1.22	£9,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The income is from voluntary donations from attendees who have informally or formally committed to regular giving. Many use the Gift Aid scheme to increase the value of their donations and the Gift Aid Small Donations Scheme is also used.
A description of the principal risks facing the charity	Para 1.46	None known

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed dated 16th March 2000
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The existing trustees are responsible for the recruitment of new trustees but in so doing the trustees seek the views and recommendations of the church leaders. The trustees believe this approach ensures that new trustees are respected members of the faith and local community. The trustees give due consideration to the personal competence, skills, specialised knowledge and faith.

## Reference and Administrative details

Charity name	Broadfield Christian Fellowship
Other name the charity uses	BCF, informally
Registered charity number	1081321
Charity's principal address	Broadfield Community Centre Broadfield Barton Crawley RH11 9BA

### Names of the charity trustees who manage the charity



	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kevin Gordon	Treasurer		
2	Ian Johnson			
3	Pauline Okelo			

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Kevin Gordon	Ian Johnson
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Position (eg  
Secretary, Chair, etc)

Treasurer	
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Date

15 October 2025
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