



Bell Farm Christian Centre

(a company limited by guarantee)

**Annual Report and Accounts
for the year ended
5 April 2021**

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Bell Farm Christian Centre

Report of the trustees for the year ended 5 April 2021

The trustees present their report, together with the financial statements of the charity, for
the year ended 5 April 2021

1. Reference and Administrative Details

| | |
|---|--|
| Charity number | 1085450 |
| Company number | 04110617 |
| Registered Office and operational address | Bell Farm Christian Centre South Road West Drayton Middlesex UB7 9LW |

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

| | | |
|--|---|--|
| Trustees | Mr P N Waine Mr S M Holliday Mr M Crane Ms J E Cook Mr A Suantak (Appointed 10 September 2021; Co-opted and non-voting 2020-21), Mr T Heron (Co-opted and non-voting) | |
| Secretary | Mr S M Holliday | |
| Minister | Mr G W Foster | |
| Centre Director | Mrs D H Faichney | |
| Director of Development & Project Management | Mr S Mathers | |
| Managers | Children and Families Advice Information and Care Service Older Persons | Mrs D H Faichney Mrs D H Faichney Mrs D Rall |
| Independent Examiners | Bruton Charles, Chartered Accountants The Coach House, Greys Green Business Centre, Henley-on-Thames, RG9 4QG | |
| Bankers | CAF Bank Kings Hill, West Malling, Kent, ME19 4TA | |

2. Structure, Governance and Management

Governing Document

Bell Farm Christian Centre (BFCC) is a charitable company limited by guarantee, incorporated on 20 November 2000 and registered as a charity on 8 March 2001. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 each.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Articles of Association the trustees are not subject to retirement by rotation and powers of appointment or removal rest with the trustees.

The trustees bring a wide range of skills to the charity, and when considering inviting additional trustees to join the board, the trustees will consider those with a similar vision who can bring specialist skills and experience needed for future development.

Trustee Induction and Training

Existing trustees are already familiar with the practical work of the charity and new trustees are encouraged to meet the existing trustees and key employees to familiarise themselves with the charity and the context in which it operates. Trustees will also be provided with an induction pack containing relevant information.

Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board of trustees is responsible for the administration, strategic direction and policy of the charity and meets at least four times a year. During the year the board had four members from a variety of backgrounds relevant to the work of the charity. In October 2019 two members of the church leadership were co-opted as non-voting members onto the board of trustees with the intention of becoming full trustees. One was appointed as trustee on 10 September 2021)

Day to day responsibility for the charity's operational activities rests within the responsibilities of the senior managers who report directly to the trustees. Their responsibilities break down as follows:

The Centre Director is responsible for the organisation's buildings and resources.

The Director of Development and Project Management is responsible for the charity's finances and provision of the services to the community.

The Minister is responsible for the provision for the church fellowship and their outreach ministries.

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The responsibilities of the trustees are defined in part by the Charity Commission and in part by company law. In addition trustees are bound by the charity's Memorandum and Articles of Association.

At BFCC the trustees' roles are akin to those of executive and non-executive directors in commercial organisations, with non-executive directors offering strategic, specific and objective advice at board meetings and executive directors managing operational aspects of the organisation.

The members of the board are all jointly and individually responsible with equal rights and duties along with the Senior Management.

The Senior Management are equally responsible for implementing the directives of the Board and ensuring that the organisation's resources (human and financial) are brought to bear in the achievement of those objectives. At BFCC operational, strategic and financial decisions (excluding acceptance of annual returns and employee remuneration) are made collaboratively by the Senior Management Team chaired by the Director of Development and Project Management.

The Trustee met monthly via zoom during 2020-21 in order to support the Senior Management team with operational decisions during the Covid-19 Pandemic.

Salaries for all staff are reviewed by the trustees on an annual basis.

3. Related Parties

BFCC recognises the value of diversity not only in the communities it serves but also in the people and organisations with whom it chooses to work. BFCC works closely with local and national government representatives, local businesses, the Metropolitan Police, local and national charities, local educational establishments, churches, other likeminded organisations and of course its clients in the local community. Joint ventures, partnerships and collaborative working are an essential and integral part of BFCC's success and we continue to invest in building relationships.

The charity has close relationships, locally and across a wider area, with a number of other organisations and charities with similar aims. These include :

Partnerships

Churches

St Matthew's Church
St Martin's Church
Yiewsley Baptist Church
Yiewsley Methodist Church

Charities

Advice UK
Age UK Hillingdon
Disabled Association of Hillingdon (DASH)
Hillingdon Community Transport
Hillingdon Foodbank
Hillingdon Law Centre
Hillingdon MIND

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Institute of Money Advice
Livability
MEAD House
Refugees in Effective and Active
Partnership
Rope
Sportsreach
Yiewsley and West Drayton Foodbank

Care settings

Drayton Court
Drayton Village Care Centre
Yiewsley Court

Corporate supporters/ Partners

MTG Solicitors
HASBRO
Tesco in the Community
ASDA in the Community
Richmond Toys

Agencies

Hillingdon Traveller and Gypsy Interagency
Forum

Metropolitan Police

NHS Hillingdon:

Occupational Therapists

District Nurses

Health Visitors

A&E

London Borough of Hillingdon:

Housing and Benefits

Colne Park Site Manager

Social Services

LBH Support Workers

Voluntary sector team

Ward Councillors

Local Members of Parliament

4. Risk Management

The trustees have a risk management strategy which comprises of an annual review of the risks that the charity may face, the establishment of systems and procedures to mitigate the risks identified and the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

During the Covid-19 pandemic the board of trustees, management and staff consistently assessed the risk and put in place mitigations to reduce the risk of infection. Trustee meetings were held monthly reviewing three key areas : Adaption of services to meet the emerging needs; Health & Safety policies, procedures and risk assessments to ensure the organisation is Covid-secure; financial risks and sustainability. Financial reports and dynamic projections were brought to trustees at the end of each quarter. A key element in the management of financial risk is the setting of a reserves policy and the careful financial management of each of the individual projects undertaken by the organisation.

All insurable risks are subject to normal insurance policies, covering matters such as employer's liability, third party liability, business interruption, buildings and contents, etc. The organisation also has professional indemnity insurance for the services provided by the organisation. Special activities are individually assessed for risk and additional insurance taken out to cover these if required.

Contractual risks and collaborative partnerships were reviewed before being entered into to assess that they would not significantly impact upon the organisation's ability to fulfil its

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objectives. As we develop a greater number of collaborations and partnerships our contractual risks increase. Before entering any arrangements, formal or informal, due diligence reviews are undertaken to ensure the organisation does not overcommit itself financially or in terms of operational capacity.

Contingency/risk management has increased around our approach to fundraising due to the current climate. Fundraising principles and procedures are in place to ensure full cost recovery for established projects, maximising our current income and increasing the diversification of funding streams.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Loss of key staff is mitigated through best practice as per Investors in People and through annual review.

Policies and procedures are in place to ensure the health and safety of all staff, volunteers, service users and visitors to the centre.

5. Objectives

The objects of the charity are :

- To advance the Christian faith in accordance with the statement of beliefs
- To relieve persons who are in conditions of need or hardship or who are aged or sick
- To undertake other charitable activities for the benefit of the community

Main objectives for the year :

The main objectives for the year were :

- To maintain and adapt services for safe delivery during the Covid-19 Pandemic
- To fulfil the objects of the organisation

2020-21 has been a year unparalleled with any other as the Covid-19 pandemic spread across the world leaving our communities in lockdowns and with significant social restrictions. This has greatly impeded the charity in delivering our activities in the usual way but has, in no way, inhibited the charity in fully achieving its charitable objectives. If anything, the charity has been able to have a greater impact on those in need.

In addition to traditional church activities, the policies adopted in furtherance of these aims are to operate activities which are for the good of the residents of the London Borough of Hillingdon and beyond and, in future, to continue to review the needs of the area and develop projects to cater for the needs of the community as is appropriate.

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The activities, which are for the benefit of all sections of the community in the London Borough of Hillingdon and beyond, are described below.

The trustees have referred to the Charity Commission's guidance on public benefit when reviewing the aims and objectives and in planning future activities.

Strategies and Activities to Achieve the Stated Objectives for the Public Benefit :

In order to meet the needs of local people during the pandemic we began new services and adapted our remaining provision to meet the extremely high demand on our services safely.

The objectives have been achieved through the following strategies and activities :

An **Advice, Information and Care Service** provides free, confidential, impartial and independent information, advice, advocacy and support to members of the local community who have issues concerning: housing (including stopping evictions), housing benefits, benefits, consumer affairs, debt, hate crime, domestic violence, advocacy, form filling and support both at Bell Farm and at St Matthew's Church Centre.

The Advice, Information and Care Service provides a 'one stop shop' approach to assist local people with any matter. The service can deal with most requests but will also signpost clients where necessary. During the COVID-19 pandemic this service adapted to provide additional support to those seeking asylum temporarily accommodated in local hotels.

The **Children and Families Section** provides safe support and activities for children, families and young people within the local community. The section currently provides: carers and toddler groups, community parent support groups, holiday clubs and special events, so as to support families in the local area.

The **Older Persons Section** organises a weekly lunch and social club which provides a freshly cooked meal and social contact for older people within the community. In place of this usual service food parcels and treat bags were delivered to local isolated elderly during lockdowns. Increased outreach was undertaken in the community alongside befriending calls to support the mental and physical health of service users and enable them to access the services provided for them or to provide other appropriate support.

Church Services and meetings face to face or via zoom have been provided to advance the Christian Faith. Regular Sunday morning worship, prayer meetings and evangelistic events are provided throughout the year.

Community Meetings : The Centre has been significantly involved in various community meetings and events so as to support the community with regard to issues that would impact upon their quality of life. These have included Ward Councillors' surgeries and public meetings which are held at BFCC.

Networks : BFCC is very involved in the development and delivery of local networks that support other local organisations on issues such as advice. BFCC is a member organisation of both the local advice network and the Traveller forum. Meetings and activities, such as

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training, are held at BFCC. BFCC formed new networks across West London, specifically with REAP, to support asylum seekers during the pandemic.

Other Support is provided in response to identified needs including the provision of food through Fare-share and a Foodbank. Due to local demand the Foodbank is open when the advice centre is open. Food is collected from a food store, when advised that there is food available. A Samaritans Fund and BFCC emergency funds benefited people who were in dire need of urgent financial assistance.

6. Review of the Activities

In 2020-21 Bell Farm Christian Centre supported 2,751 vulnerable residents through our community projects and a further 211 individuals through our church fellowship activities.

Church Fellowship

| Total Users | Male | Female | Age 0-5yrs | Age 6-11yrs | Age 12-19yrs | Adults | Disabled |
|-------------|------|--------|------------|-------------|--------------|--------|----------|
| 211 | 93 | 118 | 20 | 20 | 23 | 148 | 2% |

| Ethnicity | | | | | | |
|---------------|--------|-----------------|------------|---------------|-------|----------|
| White British | Indian | Black Caribbean | Mixed Race | Black African | Other | European |
| 13% | 31% | 10% | 11% | 19% | 11% | 5% |

Community Projects

| Beneficiaries/Clients | 2019-20 or the previous complete year | 2020-21 or the past complete year |
|--|---------------------------------------|-----------------------------------|
| Number of <u>service users</u> accessing service (not the number of repeat visits etc) | 2,228 | 2,766 |
| Number of Hillingdon residents accessing services | 98% | 99% |
| Ethnicity of clients | | |
| <i>Asian</i> | 367 | 492 |
| <i>Black</i> | 147 | 411 |
| <i>Chinese</i> | 0 | 60 |
| <i>European</i> | 169 | 293 |
| <i>Mixed</i> | 23 | 16 |
| <i>White</i> | 1,337 | 1,056 |
| <i>Other</i> | 185 | 136 |
| <i>Unknown*</i> | 0 | 302 |
| Number of clients with a disability | 32% | 29%* |

Which groups the beneficiaries were from (*% of total beneficiaries*)

| | | | | | |
|--------------|-------|--------|-------|-----------------|-------|
| Children | 22% | Women | 50.8% | Other (specify) | |
| Young people | 0.02% | Adults | 77% | Seniors* | 21.2% |

*data not available for asylum seeker project

Doorway Advice, Information and Care Service

Aims and Objectives

- To provide advice, information and care as required to clients
- To advocate on behalf of clients where necessary
- To empower people
- To provide support when needed
- To work in partnership with and develop relationships with other agencies
- To work in partnership with other projects situated in the centre
- To relieve suffering, stress or hardship
- To identify gaps in the provision available to clients and to work towards filling the gaps either as an organisation or in partnership with other agencies.



The Advice, Information and Care service provides a 'one stop shop' approach to assist local people with any matter. The Advice, Information and Care Service remained open throughout the pandemic providing a doorstep and telephone service at Bell Farm Christian Centre two days a week for clients with appointments made at other times to see an advisor. Outreach advice sessions took place face-to-face twice a week at St Matthew's Church in Yiewsley providing much needed increased capacity in conjunction with the Foodbank at both sites. The Advice Centre currently has 1 full-time advisor and two part-time advisors as well as a part-time volunteer advisor/administrator and a volunteer advisor. The full-time advisor has retained their specialist debt qualification with the Institute of Money Advisors with regular on-going training.

The MATRIX Quality Standard Mark for the Advice, Information and Care Service was renewed in May 2021 following a three day review of activities. The Advice, Information and Care Service is also a member of Advice UK and CPAG.

The service can deal with a wide range of issues but also signposts individuals and families to other services as necessary. Providing free, confidential, impartial and independent advice, information and advocacy on a variety of issues including: housing, housing benefit, benefits, debt, bailiffs, domestic violence, advocacy, form filling and support both at Bell Farm Christian Centre and St Matthew's Church Centre. The Advice Information and Care Service works closely with other agencies so as to provide a holistic response to presenting needs and to build capacity within the service. Clients are referred from a wide range of agencies including the London Borough of Hillingdon, the manager of the Colne Park Caravan site, DASH, ARCH, social workers, Mead House, support workers, Home Start, schools, children centres and housing officers from the London Borough of Hillingdon.

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Doorway remains busy with more clients presenting with complex and multiple needs especially in regards to mental health issues. Doorway at St Matthew's is also consistently busy.

The benefits to individuals, families and the local community through the work of Doorway are both immediate and long-term and include :

- Increased household income
- Lower stress levels, anxiety and associated health issues
- The ability to address debts
- Better financial skills
- Bailiff action stopped
- Benefits reinstated or corrected
- Eviction stopped
- Council tax issues resolved removing threats of court action
- Housing found for homeless
- Families accessing education for children
- Debt rescheduling of multiple debts to reduce risk of legal action
- Reduction in stress through provision of emotional support
- Clients with a disability or literacy or low confidence issues supported to manage their affairs by assistance and help with form filling.
- Improved ability to maintain tenancy thereby reducing the risk of homelessness caused by debt
- Less stress and anxiety knowing they have food for their families

Case Study from Bell Farm

In November 2020 two young brothers (one aged 27 years and the other 30 years) turned up at Doorway. The brothers were originally from Portugal and the eldest one had learning difficulties. The younger brother had been working in the restaurant of a pub which gave him income to rent a room within the pub with his brother, he was also looking after and paying for his brother who could not work due to his difficulties which were quite apparent. The youngest brother explained that due to Covid-19 the pub had let him go in the summer and so he also lost his room where they lived. He and his brother had for the past months been living and sleeping in a car he had which now no longer worked and was permanently parked up in a secluded area. They needed a place to wash and food as well as a home. They were also very afraid that if we contacted the LBH for housing help they would be sent back to their own country.

We knew that this would not be straight forward and would take time so we set up a plan with them : the boys were allowed to come in weekly to shower, we provided food for them through Foodbank that they would not have to cook. We provided clothes, blankets, coats, and gloves to help them stay a bit warmer in the car. We eventually sorted benefits, so they had some income. After reassurance that they wouldn't be sent back to their country we referred them to Jigsaw and No Second Night Out. The boys were picked up at the address they had given where they were sleeping and were put into a room together where they are now working on getting their lives back together however it is hard at the moment to find work due to restrictions.

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Case Study from St Matthew's

A client had criminal proceedings against him relating to a vehicle, he was subjected to fraud for parking offences but maintained it was not him rather someone was using his name and had copied his number plates. He was not able to get criminal representation. Doorway assisted him to prepare for an appeal to the Magistrates Court including his appeal bundle and all his statements (all assertions of innocence were put forward by the client in his statement). The case was dropped by the CPS following the appeal to the Crown Court.

Asylum seeker support

In September 2020 Doorway Advice and Foodbank began experiencing an increase in the numbers of asylum seekers requiring support. The distinct difference with this client group was that they were staying in a local hotel due to the pandemic. The asylum seeker support for those in hotels began when the food quality and quantities in the hotel was poor and these individuals had no access to funds. As the closest foodbank a large volume of requests came in to Bell Farm Christian Centre. It soon became clear that Foodbank wasn't the best solution as there are no cooking facilities at the hotel for residents. Within a few weeks 80 people were seeking help and it was evident that the food available and support needed required a difference approach. In order to meet this need which, at its height in the spring of 2021 was supporting 250 individuals a week, we established a separate project on a different day providing support for those in the hotel to ensure that our regular advice services and foodbank distribution could be maintained.

This project initially provided supplementary food, as the food at the hotel was not reaching the required standards. This was resolved in early March by working with the local Member of Parliament and a network of West London charities and agencies including ourselves: The Salvation Army, Hayes Town Partnership, local churches and REAP to name a few. BFCC was a significant lead in providing the examples and constant contact with the accommodation provider to resolve food issues.

The hotel project was entirely funded by donations and contributions from existing supports such as the Hillingdon Community Trust, Hasbro and Yiewsley and West Drayton Foodbank. We had significant support from churches in Hillingdon and other faith groups. Our centre became a distribution point for clothes and essential items for asylum seekers from November 2020. We also increased our capacity of advisors and utilised multilingual volunteers including those staying in the hotel and in partnership with other organisations providing volunteers such as REAP, West London Welcome, Care for Calais, Cornerstone Arabic Fellowship and other local churches to manage the increase in demand. We have built up strong links with Migrant Help, the Home Office, the CCG and the accommodation provider.

Quotes from feedback

"They have been great helping me sort through all our problems. Couldn't do it without them."

"I am so thankful for the help I received in my time of need, thank you so much."

"This is a difficult time thank you that you are still there when we need help".

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“Thank you I can stop worrying now.”

“I called because I had a problem with my home, and they helped. I was feeling really depressed because I am stuck at home and one of the workers came and dropped off crafts for me to do at home. Thank you for helping me.”

Statistics for client visits

1,387 individual beneficiaries with 316 of this number being at outreach at St Matthew's.

| Doorway outputs 2020/21 | Outcomes | Impact | Numbers |
|--|---|---|----------------|
| Benefit advice provided | A) Benefits reinstated following advice and advocacy by the service for service users. | Lower stress levels, anxiety and associated issues. | 85 |
| | B) Benefit checks undertaken to ensure Service users are receiving all the benefit to which they are entitled. | Lower stress levels and associated health issues. | 295 |
| | C) Increase in household income for service users. | Improvement in mood and wellbeing. | 158 |
| Debt Advice | A) Debts rescheduled for users so that monthly payments more manageable | Lower stress levels and associated health issues. | 43 |
| | B) Bailiff action stopped | Lower stress levels and associated health issues. | 7 |
| | C) Budgeting advice provided. | Increase skills, confidence and knowledge. | 140 |
| Housing Advice | A) Tenants supported so that they can maintain their tenancy including negotiation with landlords & courts etc. | Improved life skills, confidence and to increase life opportunities | 161 |
| | B) Accommodation found for homeless individuals or families. | Improve health & well-being immediately and for the long-term future. | 7 |
| | C) Improvements made to poor standard accommodations for service users following negotiations with Landlord. | Improve health & well-being. | 1 |
| Other Information, Advice and Guidance | Providing relevant support through a person-centred approach. | Improve health & well-being and lower stress. | 540 |

Children and Families

Aims and Objectives

- Provide children of all ages with a safe environment
- Provide play and learning opportunities
- To empower children as well as their parents/carers
- To provide support when needed
- To work in partnership with other agencies and across BFCC projects
- To show the love of God in word and deed

Outreach and Events

The Children and Families Section provided support and activities for children, families and young people within the local area. Although the number of face-to-face events delivered was restricted during the pandemic the team conducted monthly calls to 80 families throughout the year and secured funding to re-open the Toy Library.

Virtual events in half-term and the Summer and Christmas holidays were well received by families when we were unable to meet face-to-face. As it was not possible to have a Holiday Club in the summer of 2020, we instead did Zoom classes with the children. We held two events in August:

- First Aid training for 15 children. We were able to recruit a first aid trainer who adapted his course so the children could learn basic first aid including CPR. This gave the children skills they could use in the future.
- Zoom class doing crafts with the children. Boxes of crafts were put together and then delivered to all the children. Together we had fun chatting doing crafts and all taking time to talk about how we were coping during lockdown. All the children really enjoyed catching up with friends.

During the October half-term, we were able to do two events with the children face-to-face although numbers of staff and children were restricted.

BFCC held a Christmas Party online. Providing a box of Christmas crafts, Christmas carol sheets, chocolate Father Christmas. All boxes had a notice on them of the date to open which we all did together on Zoom. For children who could not go on Zoom, boxes were still given and they did the same crafts at home at the same time, involving 58 children.

At Christmas 149 food hampers were provided to parents in hardship. In the initial lockdown before the schools returned the team distributed crafts, which the children could then do at home either with their parents/carers or by themselves and distributed toys to the local area including the travellers' site in West Drayton. This was introduced to help avoid the children getting bored as at this point no one was going out of the home. We were also able to distribute sweets and treats to children which were donated by local companies.

Further to this were lockdown competitions. When we sent out the bags of toys, we also included playdough. We asked any child to send us a picture of something they made. This

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was then judged by staff from HASBRO. Seven children were picked as winners, and each received a box of toys from HASBRO which the children then collected from Bell Farm.

Church Fellowship

Aims and Objectives

To be :

- A Serving Church
- A Witnessing Church
- A Worshipping Church
- A Praying Church
- A Giving Church
- A Teaching Church
- A Caring Church

Over the past year the church fellowship has taken deliberate action to seek God as never before in their lives having experienced all the pressures placed on families, jobs, and businesses, but by God's grace their love for God has come shining through in these dark times.

The fellowship adapted with the restrictions of the pandemic meeting online and doing things differently. All services were moved online, however when permitted, were conducted in person, including a Christmas Day service.

The Church leadership has remained committed and united through the challenges of the past year, one couple have stepped back from leadership. There is currently a team of 11 leaders who have been keeping in touch with the fellowship members and community throughout the year. The fellowship has been blessed to have a group of leaders from culturally diverse backgrounds, who are established and mature in their faith and able to serve with different giftings.

The Online services have reached the majority of our members and many in foreign countries and other cities within the UK. A number of the congregation rallied to help out with the relevant technology and support to ensure all were able to connect.

Daily online prayer meetings have been well supported by the congregation and, on a number of separate occasions, the congregation has been involved in extended times of Prayer and Fasting. Online bible study took place every Friday night.

Pastoral care continued with some home visits taking place, however the majority of Pastoral care has been done over the telephone. The fellowship partnered with another charitable ministry to initiate food distribution to those in need during lockdowns. Distributing between 450 and 900 meals a week.

There have been considerable developments in individuals' lives and families. God has touched many people and is drawing them into a deeper relationship with Him. Many have, for the first time, come to the knowledge of who Jesus Christ is. Some have experienced spiritual cleansing, deliverance and emotional healing.

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Events

- Prayer & Fasting has taken place with focused 21 day and 40 day fasts.
- An all-night prayer marathon took place from 10pm until 6am.
- On New Year's Eve we had an evening service of Praise, Worship and Prayer; the purpose was to be in the presence of the Lord right at the start of the year.
- When restrictions eased, the Fellowship held a Church picnic.
- The minister meets and networks with other local ministers and church leaders where possible.

Older Persons

Aims and Objectives

- To provide a lunch and social club on one day per week
- To provide outreach to the isolated older people in the community
- To provide other activities to the older people in the community
- To provide or obtain services for the older people in response to need
- To share the Gospel with and provide pastoral care to the older people
- Where appropriate, to provide support to the families and carers of older persons

From the beginning of the first national lockdown Bell Farm Christian Centre has purposely adapted and developed its services to better meet the needs of our service users. Not being able to deliver our Dining Club service, our staff, supported by local volunteers, were able to respond quickly, transforming our building to become a distribution centre for food and essential household items to provide for isolated older people in Hillingdon. We distributed around 120 Food parcels a week until 31 July 2020.

From August 2020 the Older Persons project focused on providing treat bags and activities to over 100 older people a week. These included special themed deliveries for occasions such as VE day; Easter; Mother's Day; Father's Day; Christmas and Valentine's Day. For example, the Christmas deliveries included an Entertainer singing Christmas songs at the doorstep whilst delivering presents donated by Hasbro.

Our service provided a very personal pastoral support and outreach to the older people on our database. Our outreach included some home visits when essential or able to do so, making referrals where we had concerns and supporting those returning from hospital where family who lived further away could not. We provided support in different ways to usual, creatively supporting our service users. For example, on the birthday of a dining club member (including those newly joined) flowers or a birthday cake were delivered with volunteers singing Happy Birthday in a socially distanced way that made the service member's day. We sadly had 14 club members die during the last year. For each we supported the family and friends by having a limited number from the Dining Club release balloons and lay flowers on the coffin as the hearse drove by the Centre.

In addition to all that is described above our team made 250 befriending phone calls each week. Becoming a lifeline to our existing service users and others referred by agencies, neighbours or via social media.

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The Older Persons project continued to expand its outreach work to over 70s last year making 3,456 befriending calls and delivering 2,880 treat bags as well as crafts delivered to service users' doors.

We were able to hold a socially distanced afternoon tea for 40 older people before the second lockdown which helped reduced the social anxiety developing in many.

Five day a week service for isolated older people for the first 3 months of the pandemic, providing expanded support at a crucial time.

Our outreach work provided a particular safety net to those who do not have family locally to support them. One individual, whilst in tears on the phone to one of our volunteers stated, "I want to give up living, I am so alone". At the end of the call, having established they were safe, we were able to bring reassurance and a little humour. The frequency of calls was increased for this individual to ensure they remained encouraged and supported. The next of kin was informed of concern. A selection of freshly baked cakes, activity sheets and cards from the local primary schools were delivered by a volunteer later that day.

Our work helped facilitate a wider impact on the community, being a catalyst for connecting people. For example, greeting cards were drawn with poems and posters from local primary schools and nurseries. These have created many friendships, as the children from local primary schools and older residents have continued to stay in touch through letter writing, helping to create a community connection especially when people were confined to their homes.

Ronald, 79, who was a regular visitor to BFCC's lunch club for older people and has been receiving support since the start of the pandemic said : "I had such a lovely time whenever I went to Bell Farm and it has been a real loss to me since the Centre has had to close. I live alone, with family several hours away so the support from them has been so beneficial. I'm really impressed with the humanity and selflessness of the people at Bell Farm who, during this difficult time, are giving local people and the community the support and help they need. I receive thoughtful phone calls to check if I need anything. Whenever I receive a package, there is always a beautiful handwritten card. This wonderful gesture is actually more valuable to me than the food itself, it means so much."

Community

Support at Christmas

Practical help was once again provided for families in need at Christmas by the provision of food hampers and toys for the children in the family. Food and toys were donated by local companies, individuals and charities. 519 beneficiaries were supported in this way.

Food Bank for Yiewsley and West Drayton

Working with the other churches of Yiewsley and West Drayton a local foodbank for Yiewsley, West Drayton and the Heathrow Villages has continued, having been launched in May 2017, and is distributing food parcels to those that find themselves in hard situations.

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The Foodbank works in conjunction with the Doorway Advice Service run by Bell Farm Christian Centre at both Bell Farm and St Matthew's Church in Yiewsley where clients can access food and advice at the same time to work towards helping people out of their need of having to rely on the Foodbank.

During the year 1,499 vouchers were distributed supporting 3,505 beneficiaries individuals benefitted in this way.

7. Volunteers

Volunteers provide an invaluable resource for the organisation. Volunteers assist in various activities within the organisation; these include:

- Administration
- Assisting at holiday clubs and children's events
- Assisting with the carers and toddler groups
- Cooking and assisting with the Older Persons' Lunch and Social Club
- Christmas events
- Gardening and maintenance
- IT support
- Kitchen cleaning
- Management committee
- Pastoral care
- Reception duties for the Advice, Information and Care Service
- Sunday school
- Trustees
- Worship leading
- Provide advice

BFCC makes extensive use of volunteers. Last year our regular volunteers increased from around 30 to 64 regular volunteers, including 9 furloughed workers and a number of asylum seekers. Providing an estimated 9,980 volunteer hours of support which has an in-kind value of some £110,678.20 (based on an hourly rate of £11.09 suggested by the Community Development Foundation) and this does not take into account the volunteering done by the dedicated team of staff and the additional volunteering done by local companies to sort and distribute toys to local families and hampers to older persons.

8. The Factors Affecting the Achievement of the Objectives

The factors affecting the achievement of the objectives of the organisation are as follows :

1. The position of the organisation within the wider community. BFCC has a very good relationship with the local community, including good working relationships with the local

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For year ended 5 April 2021

Members of Parliament, Ward Councillors and other agencies working in the area. This provides a good platform for partnership working.

2. BFCC has a very good relationship with members of the local community and many members of the local community are very happy to be able to attend the activities and services that are provided at the Centre. This is particularly good for the sections of the community that are particularly marginalised and vulnerable. The Organisation is pleased that some of these groups such as the Travellers and migrants feel able to attend the activities.
3. BFCC has a good relationship with funders. Agencies and funders have often approached BFCC to see if they would deliver services on their behalf if funding was provided, or to work in partnership with them to deliver services.
4. BFCC has a good, hardworking and loyal work force and all its members of staff are highly motivated and committed to the work that they do.
5. BFCC has a hard working and loyal group of volunteers who help deliver the services to the local community.

With the global pandemic, the organisation has been robust in ensuring it is sustainable in difficult circumstances and adapted, despite experiencing an increase in the demand for services as well as a slight reduction in its usual income, the organisation attracted additional funding from alternative funds, built capacity and flexibility delivered its activities in a way which had increased the reputation of the charity's work in the local community, wider borough and beyond.

9. Future Plans

The current business development plan runs from 2018 to 2023 with a scheduled mid-term review scheduled for completion in 2021. This is timely in light of the coronavirus pandemic and may lead to significant changes to our growth plans to reflect the emerging of new needs of the beneficiaries and changes the organisation will need to make post pandemic.

However, the core business development objectives to develop a financially sustainable and high-quality provision across the charity in line with our purpose will still underpin the strategy and methods used to achieve it.

The first three years of our business development plan stated:

Year One : 2018/19

Maintain and develop existing services

Increase the amount of core funding available

Undertake a restructuring of the organisation

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Report of the trustees
For year ended 5 April 2021**

Year Two : 2019/20

Develop work with older persons including :

- Increase the range of services available to older persons
- Providing an additional day per week of activities for older persons
- Additional capacity for outreach work

Develop activities and services for children and families including :

- After school activities for children
- Appoint an assistant manager
- Increase hours and capacity of toy library

Develop Advice Information and Care service including :

- Additional services
- Additional member of staff
- Additional opening hours

Develop training and employment department including

- Appointment of a manager for training
- Provide various courses including IT, Money Management, ESOL, First Aid, Food Hygiene etc.
- Provide support to enable service users to access employment

Develop the core services of the organisation and employ additional staff including :

- Centre Manager
- Receptionist/Administrator (full time)

Develop the fellowship including :

- Seek an outpouring of the Holy Spirit
- Draw more people to church through the various weekly activities
- Develop church at other times
- Continue to develop strong links with other churches
- Develop the worship and worship group including worship practices and courses
- Have ministry teams visit the church
- Develop a coordinated prayer chain

Year Three : 2020/21

Develop new projects to include:

- Build the extension (phase two) to the Centre which is to include additional offices
- Counselling and ministry service
- Provide a mobile toy library for outlying communities and the Traveller sites

Further develop the fellowship including :

- Outreach to the community
- Prayer walking
- Establish fellowship groups

Although due to capacity within the organisation we have struggled to achieve all of the objectives of the first two years as contained within this annual report there has been significant success in our development.

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Efficiencies

Our target areas for efficiencies over the next two years are :

1 Reducing overhead costs through shared procurement

We continue to seek competitive prices for our energy, telecommunications and repairs but are looking into shared procurement of contracts with other charities in areas of fire safety and regular purchases such as stationery in order have greater purchase power and drive down costs.

2 Strong collaborative partnerships

Having experienced the benefits of collaborations with charities immediately in the UB7 area and now borough-wide with our advice service, we continue to seek mutually beneficial joint projects and resource sharing for all of our projects, in addition to maximising the benefits of the partnerships developed over the pandemic.

We will also be formalising and simplifying referrals and information sharing (GDPR compliant) with local charities and agencies such as adult social care, GPs, housing associations and neighbourhood policing. This would ensure we improve our efficiency and effectiveness of signposting, joint-working and shared learning with other organisations across the borough. As well as increasing staff time, this will also ensure a smoother customer journey for the service user and reduce delays in resolving their needs.

3 Improving internal processes and ICT systems

Our data gathering and storage methods are outdated, running outdated and multiple databases or spreadsheets and often result in needing significant staff time to reduce duplication of client records, capturing outcomes or ensuring continuity of customer service for clients. This is not only costly but carries greater risk than a CRM system. We are currently seeking funding in order to purchase a system that meets our organisational needs. This is a priority for BFCC. A one-time investment to implement a CRM system would further ensure that we could quickly source the most relevant information from our service users in order to shape services and attract sustainable funding. Upgrading and integrating our processes and ICT systematically over the coming years will provide improvement to maximise staff capacity to deliver services.

4 Maximising the use of and upskilling volunteers

We are extremely fortunate to have a core group of highly skilled volunteers who support our individual projects. The pandemic has meant that several volunteers have retired, or their circumstances have changed. We had significant support from the community during the pandemic through short bursts of volunteering providing many more volunteers over the last year. As we settle into providing regular groups and meetings, we are using our social media presence to attract long-term volunteers and developing partnerships with institutions such as Brunel University to seek volunteers who have specific skills, for example web design, to help the wider organisation.

5 Increasing our in-kind donations

We continue to increase our use of social media to appeal for items and resources we require to meet the needs of our service users. This is helping us to provide more for service users as well as reduce the costs of our resources. We received a number of donations and discounts from local businesses and this increased during the pandemic and, having

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For year ended 5 April 2021**

developed the relationships, is now been sustained at a higher volume. We are increasingly looking to expand our pro-bono services from local businesses, for example having Portable Appliance Testing carried out for free and receiving office furniture.

10. Financial Review

Bell Farm Christian Centre's operation is dependent upon the receipt of grants and donations from various organisations and individuals, services provided by unpaid volunteers and the generosity of many individuals and businesses who provide various services and goods free of charge.

The vast majority of income received during the year was restricted income, which was provided to enable a specific activity or project to take place or for a particular service to be provided. Funding was received from a number of new sources to strengthen and increase existing projects and for capital improvements.

Income for the year was £237,275 (2020 - £205,296) and expenditure was £227,430 (2020 - £213,034). The net result was an overall surplus for the year of £9,845 (2020 – deficit of £7,738). This included a deficit of £14,382 (2020 deficit - £5,388) on restricted funds which will be funded from surpluses brought forward from previous years.

The trustees are aware of the continual need to attempt to obtain additional “core funding” in order to strengthen the central administration and support services of Bell Farm Christian Centre. This would then release project staff to spend additional time on activities directly relating to their project and would strengthen the overall operation of Bell Farm Christian Centre.

Principal Funding Sources

The main grants and donations for the work of Bell Farm Christian Centre have come from the following organisations :

London Borough of Hillingdon
Department of Foreign Affairs and Trade; Emigrant Support Programme
Hillingdon Community Trust
London Community Response Fund (Covid-19)

Investment powers and policy

Under the Memorandum and Articles of Association, Bell Farm Christian Centre has the power to invest in any way the trustees wish.

The trustees, having regard to the fact that most funding is from grants which are paid on a quarterly basis or six-monthly basis, have operated a policy of keeping available funds in interest bearing deposit accounts.

Reserves policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 1 and 2 months of

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For year ended 5 April 2021

the resources expended, which equates to £19,000 to £38,000 in general funds. However following lessons from the pandemic, the trustees are looking to increase this threshold to over 3 months but no greater than 5 months, which equates to £57,000 to £95,000. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would then be necessary to consider how the funding would be replaced or activities changed. At present the reserves amount to £49,587, with the trustees hoping to reach the new reserves threshold within the next three years.

Trustees' responsibilities in relation to the financial statements

The trustees (who are also directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources of the charitable company for that period. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable charity will continue in operation

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiners

Bruton Charles, Chartered Accountants were appointed as Independent Examiners in 2016 and have expressed their willingness to continue in that capacity. A resolution proposing their reappointment will be put to the Annual General Meeting.

In preparing this report, advantage has been taken of the small companies' exemption in the Companies Act 2006.

Approved by the trustees on 28 September 2021 and signed on their behalf by

P N Waine



Bell Farm Christian Centre
Independent Examiner's report
For the year ended 5 April 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 5 April 2021, which are set out on pages 27 to 40.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe :

- i. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- ii. the accounts do not accord with those accounting records; or
- iii. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the account give a 'true and fair' view which is not a matter considered as part of the independent examination; or
- iv. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)].

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.



Name: Jonathan Lawrence-Archer
Bruton Charles, Chartered Accountants

Address: The Coach House, Greys Green Business Centre, Henley-on-Thames,
Oxfordshire, RG9 4QG

Date: 29 November 2021

Bell Farm Christian Centre
Statement of Financial Activities
For the year ended 5 April 2021

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Total 2021 £ | Total 2020 £ |
|------------------------------------|-----------|----------------------------|--------------------------|-----------------------|-----------------------|
| Income | | | | | |
| Donations | 2 | 15,232 | 10,809 | 26,041 | 27,116 |
| Income from charitable activities | | | | | |
| Grants receivable | 3 | 64,173 | 138,070 | 202,243 | 137,232 |
| Other income | 4 | 37 | 1,341 | 1,378 | 31,232 |
| Investment income | 5 | 114 | - | 114 | 216 |
| Rental income | 6 | 7,500 | - | 7,500 | 9,500 |
| Total income | | <u>87,056</u> | <u>150,220</u> | <u>237,276</u> | <u>205,296</u> |
| Expenditure | | | | | |
| Costs of raising funds | 7 | 2,408 | 3,104 | 5,512 | 3,828 |
| Charitable activities | 8 | 105,814 | 116,105 | 221,919 | 209,206 |
| Total expenditure | | <u>108,222</u> | <u>119,209</u> | <u>227,431</u> | <u>213,034</u> |
| Net income | 10 | (21,166) | 31,011 | 9,845 | (7,738) |
| Transfers between reserves | 15 | 45,393 | (45,393) | - | - |
| Net movement in funds | | <u>24,227</u> | <u>(14,382)</u> | <u>9,845</u> | <u>(7,738)</u> |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 68,305 | 248,802 | 317,107 | 324,845 |
| Total funds carried forward | | <u><u>92,532</u></u> | <u><u>234,420</u></u> | <u><u>326,952</u></u> | <u><u>317,107</u></u> |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

This statement of financial activities includes an income and expenditure account in accordance with Companies Act 2006 requirements.

Bell Farm Christian Centre
Balance Sheet
As at 5 April 2021

| | Notes | 2021 | | 2020 | |
|---|---------|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 12 | | 155,228 | | 171,313 |
| Current assets | | | | | |
| Debtors | 13 | 10,235 | | 8,381 | |
| Cash at bank and in hand | | 169,925 | | 152,789 | |
| | | <u>180,160</u> | | <u>161,170</u> | |
| Creditors: amounts falling due within one year | 14 | <u>8,436</u> | | <u>15,376</u> | |
| Net current assets | | | 171,724 | | 145,794 |
| Net assets | | | <u>326,952</u> | | <u>317,107</u> |
| Capital and Reserves | 15 & 16 | | | | |
| Restricted funds | | | 234,420 | | 248,802 |
| Unrestricted funds | | | | | |
| Designated funds | | | 42,462 | | 45,676 |
| General funds | | | 50,070 | | 22,629 |
| | | | <u>326,952</u> | | <u>317,107</u> |

The trustees have taken advantage of the Companies Act 2006 in not having these accounts audited under section 477(1). No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s386 and s387 of the Companies Act 2006 and section 138 of the Charities Act 2011.

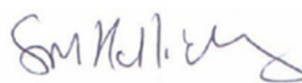
These accounts have been prepared in accordance with the provisions in part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to the members of the company.

The notes on pages 28 to 39 form part of these financial statements.

Approved by the Board of Trustees on 28 September 2021 and signed on its behalf by



P N Waite
Trustee



S M Holliday
Trustee

Company registration number 04110617

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2021

1 Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) – (Charities SORP (FRS102)), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The Charity constitutes a public benefit entity as defined by FRS 102.

1.2 Changes to previous accounts

No changes have been made to the financial statements for previous years unless otherwise stated within the notes as a prior year adjustment.

1.3 Preparation of the accounts on a going concern basis

The directors consider that the company is a going concern.

1.4 Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met:

- the charity has entitlement to the funds;
- any performance conditions attached to the items of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Income from charitable activities includes grant income received subject to performance conditions and is recognised as earned (as the related services are provided).

1.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

1.6 Fund accounting

Funds held by the charitable company are:

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2021

- Designated funds – these are funds set aside by the trustees out of unrestricted general funds for specific purposes.
- Restricted funds – these are funds which can only be used for particular purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The trustees make transfers between funds as agreed by the funder.

1.7 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.8 Allocation of costs

Certain expenditure is directly attributable to specific activities in accordance with the budget submitted to the funder and this expenditure has been allocated directly to those activities. Support costs have been apportioned as agreed and allocated to specific activities on the basis of time spent or resources used.

1.9 Operating leases

Rentals paid under operating leases are charged to income as incurred.

1.10 Pensions

The charitable company contributes to the personal defined-contribution pension schemes of employees. The annual contributions paid are charged against income.

1.11 Tax status

The charitable company is a registered charity within the definitions of section 506(1) Income and Corporation Taxes Act 1988 and therefore it is not assessable to corporation tax on any surplus charitable funds

1.12 Governance costs

Include all costs relating to the public accountability of the charitable company and its compliance with regulation and good practice. They include costs relating to the examination of statutory accounts.

1.13 Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation and are capitalised if they can be used for more than one year and cost at least £1,000.

Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows, unless assets are purchased from grants for a particular short term project, in which case they are written off over the length of the project.

| | |
|--------------------------------------|---------------------------|
| Building extension | over term of lease |
| Computer equipment | 33% straight line on cost |
| Fixtures, fittings & other equipment | 20% straight line on cost |

1.14 Creditors and provisions

Creditors and provisions are recognised at their settlement amount where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2021

1.15 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees report.

1.16 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2 Income from donations

| | Un- restricted | Restricted | Total | Un- restricted | Restricted | Total |
|-----------------------|-------------------|------------|--------|-------------------|------------|--------|
| | 2021 | 2021 | 2021 | 2020 | 2020 | 2020 |
| | £ | £ | £ | £ | £ | £ |
| General Fund | 15,192 | - | 15,192 | 18,872 | - | 18,872 |
| Advice Service | - | 573 | 573 | - | 188 | 188 |
| Asylum Seekers | - | 2,982 | 2,982 | - | - | - |
| Toy Library | - | - | - | - | - | - |
| Older Persons | - | 6,931 | 6,931 | - | 8,006 | 8,006 |
| Children and Families | 40 | 323 | 363 | 30 | 20 | 50 |
| Other Funds | - | - | - | - | - | - |
| | 15,232 | 10,809 | 26,041 | 18,902 | 8,214 | 27,116 |

3 Grants receivable

| | Un- restricted | Restricted | Total | Un- restricted | Restricted | Total |
|-----------------------|-------------------|------------|---------|-------------------|------------|---------|
| | 2021 | 2021 | 2021 | 2020 | 2020 | 2020 |
| | £ | £ | £ | £ | £ | £ |
| General Fund | 10,538 | - | 10,538 | - | - | - |
| Advice Service | 13,750 | 77,911 | 91,661 | 13,750 | 61,615 | 75,365 |
| Asylum Seekers | - | 17,048 | 17,048 | - | - | - |
| Children and Families | | | | | | |
| Manager | 13,750 | - | 13,750 | 13,750 | - | 13,750 |
| Holiday Club | - | 200 | 200 | - | 2,592 | 2,592 |
| Other | - | 5,764 | 5,764 | - | - | - |
| Older Persons | | | | | | |
| Dining Club | - | 18,000 | 18,000 | - | 18,000 | 18,000 |
| Transport | - | - | - | 1,430 | 1,175 | 2,605 |
| Other | - | 18,397 | 18,397 | - | 2,420 | 2,420 |
| Other Funds | | | | | | |
| Capital | - | - | - | - | - | - |
| Operations Manager | 26,135 | - | 26,135 | 22,500 | - | 22,500 |
| Samaritan Fund | - | 750 | 750 | - | - | - |
| | 64,173 | 138,070 | 202,243 | 51,430 | 85,802 | 137,232 |

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2021

4 Other income from charitable activities

| | Un- restricted | Restricted | Total | Un- restricted | Restricted | Total |
|-----------------------|-------------------|--------------|--------------|-------------------|---------------|---------------|
| | 2021 | 2021 | 2021 | 2020 | 2020 | 2020 |
| | £ | £ | £ | £ | £ | £ |
| General Fund | 37 | - | 37 | 48 | - | 48 |
| Samaritan Fund | - | - | - | - | - | - |
| Children and Families | - | - | - | 202 | 306 | 508 |
| Older Persons | - | 1,340 | 1,340 | - | 30,676 | 30,676 |
| | <u>37</u> | <u>1,340</u> | <u>1,377</u> | <u>250</u> | <u>30,982</u> | <u>31,232</u> |

5 Investment income

All of the charity's investment income arises from interest bearing deposit accounts and is unrestricted income.

6 Rental income

Income from use of premises, all of which is unrestricted income.

7 Costs of raising funds

| | Un- restricted | Restricted | Total | Un- restricted | Restricted | Total |
|-------------|-------------------|--------------|--------------|-------------------|--------------|--------------|
| | 2021 | 2021 | 2021 | 2020 | 2020 | 2020 |
| | £ | £ | £ | £ | £ | £ |
| Staff costs | 2,408 | 3,104 | 5,512 | 1,124 | 2,704 | 3,828 |
| | <u>2,408</u> | <u>3,104</u> | <u>5,512</u> | <u>1,124</u> | <u>2,704</u> | <u>3,828</u> |

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2021

8 Expenditure on charitable activities

| 2021 | General Fund | Advice Service | Asylum Seekers | Children & Families | Older Persons | Other Funds | Total |
|------------------|---------------------|-----------------------|-----------------------|--------------------------------|----------------------|--------------------|----------------|
| | £ | £ | £ | £ | £ | £ | £ |
| Staff costs | | | | | | | |
| Direct | 32,121 | 43,029 | 4,194 | 8,668 | 22,828 | 18,325 | 129,165 |
| Support | (19,081) | 9,355 | 245 | 2,883 | 4,844 | 1,754 | - |
| Premises costs | | | | | | | |
| Direct | 24,941 | 901 | - | - | 883 | - | 26,725 |
| Support | (13,782) | 6,757 | 177 | 2,082 | 3,499 | 1,267 | - |
| Office costs | | | | | | | |
| Direct | 6,964 | 1,698 | - | 188 | 421 | 258 | 9,529 |
| Support | (5,064) | 2,483 | 65 | 765 | 1,286 | 465 | - |
| Project costs | 3,415 | 2,007 | 10,889 | 1,483 | 12,521 | 257 | 30,572 |
| Governance costs | 2,200 | - | - | - | - | - | 2,200 |
| Donations | 5,400 | - | - | - | - | - | 5,400 |
| Depreciation | - | - | - | - | - | 18,328 | 18,328 |
| | <u>37,114</u> | <u>66,230</u> | <u>15,570</u> | <u>16,069</u> | <u>46,282</u> | <u>40,654</u> | <u>221,919</u> |

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Expenditure on charitable activities (continued)

| | General Fund | Advice Service | ProParenting | Children & Families | Older Persons | Other Funds | Total |
|------------------|---------------|----------------|--------------|---------------------|---------------|---------------|----------------|
| 2020 | £ | £ | £ | £ | £ | £ | £ |
| Staff costs | | | | | | | |
| Direct | 38,229 | 33,041 | - | 6,651 | 16,982 | 9,536 | 104,439 |
| Support | (19,587) | 10,403 | - | 2,836 | 4,630 | 1,718 | - |
| Premises costs | | | | | | | |
| Direct | 23,516 | - | - | - | 437 | - | 23,953 |
| Support | (11,705) | 6,216 | - | 1,695 | 2,767 | 1,027 | - |
| Office costs | | | | | | | |
| Direct | 6,184 | 1,558 | - | 134 | 360 | - | 8,236 |
| Support | (4,172) | 2,216 | - | 604 | 986 | 366 | - |
| Project costs | 3,759 | 1,101 | - | 2,836 | 38,906 | 562 | 47,164 |
| Governance costs | 2,200 | - | - | - | - | - | 2,200 |
| Donations | 5,400 | - | - | - | - | - | 5,400 |
| Depreciation | - | - | - | - | - | 17,814 | 17,814 |
| | <u>43,824</u> | <u>54,535</u> | <u>-</u> | <u>14,756</u> | <u>65,068</u> | <u>31,023</u> | <u>209,206</u> |

Expenditure on charitable activities includes £113,862 (2020 – £122,627) of expenditure from restricted funds.

9 Governance Costs

| | 2021 £ | 2020 £ |
|-----------------------------|--------------|--------------|
| Independent Examiner's fees | <u>2,200</u> | <u>2,200</u> |

10 Net income for year

This is stated after charging:

| | 2021 £ | 2020 £ |
|-----------------------------------|--------------|--------------|
| Depreciation | 18,328 | 17,814 |
| Independent Examination provision | <u>2,200</u> | <u>2,200</u> |

Bell Farm Christian Centre
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11 Staff Costs

| | 2021 | 2020 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 124,624 | 102,225 |
| Fees | - | 632 |
| Social security costs | 7,846 | 3,837 |
| Pension contributions | 2,208 | 1,573 |
| Life assurance | - | - |
| | <u>134,678</u> | <u>108,267</u> |

The average number of employees during the year was as follows :

| | Total employees | | Full time equivalent | |
|-----------------------|------------------------|-------------|-----------------------------|-------------|
| | 2021 | 2020 | 2021 | 2020 |
| General Fund | 3 | 3 | 2 | 2 |
| Advice Service | 3 | 3 | 1 | 2 |
| Asylum Seekers | 1 | - | 1 | - |
| Children and Families | 1 | 1 | 1 | 1 |
| Older Persons | 1 | 1 | 1 | 1 |
| Operations Manager | 1 | - | 1 | - |
| | <u>10</u> | <u>8</u> | <u>7</u> | <u>6</u> |

No employee of the charity received emoluments of more than £60,000.

The charity contributes to a pension scheme for its employees as required under the automatic enrolment regulations. Pension contributions are accounted for and paid as they fall due and there were no outstanding contributions at the balance sheet date (2020 – £nil).

During the year, no trustees were paid or received any other benefits from employment with the charity (2020 – £nil) and no expenses were paid to trustees during the year (2020 – £nil).

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2021

12 Tangible fixed assets

| | Building extension | Computer equipment | Fixtures fittings & equipment | Total |
|-----------------------|-------------------------------|-------------------------------|--|----------------|
| | £ | £ | £ | £ |
| Cost | | | | |
| At 6 April 2020 | 230,838 | 29,207 | 147,306 | 407,351 |
| Additions | - | - | 2,243 | 2,243 |
| Disposals | - | (4,660) | - | (4,660) |
| At 5 April 2021 | <u>230,838</u> | <u>24,547</u> | <u>149,549</u> | <u>404,934</u> |
| Depreciation | | | | |
| At 6 April 2020 | 62,433 | 28,535 | 145,070 | 236,038 |
| Charge for the year | 15,310 | 336 | 2,682 | 18,328 |
| Disposals | - | (4,660) | - | (4,660) |
| At 5 April 2021 | <u>77,743</u> | <u>24,211</u> | <u>147,752</u> | <u>249,706</u> |
| Net book value | | | | |
| At 5 April 2021 | <u>153,095</u> | <u>336</u> | <u>1,797</u> | <u>155,228</u> |
| At 5 April 2020 | <u>168,405</u> | <u>672</u> | <u>2,236</u> | <u>171,313</u> |

All assets are held for direct charitable purposes.

13 Debtors

| | 2021 £ | 2020 £ |
|---------------|-------------------|-------------------|
| Other debtors | 4,966 | 3,921 |
| Prepayments | <u>5,269</u> | <u>4,460</u> |
| | <u>10,235</u> | <u>8,381</u> |

14 Creditors: amounts falling due within one year

| | 2021 £ | 2020 £ |
|-----------------|-------------------|-------------------|
| Accruals | 8,436 | 4,166 |
| Deferred income | <u>-</u> | <u>11,210</u> |
| | <u>8,436</u> | <u>15,376</u> |

Deferred income is the portion of specific grant income which relates to the year ended 5 April 2022.

Bell Farm Christian Centre
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For the year ended 5 April 2021

15 Analysis of charitable funds

| | Balance at 6 April 2020 £ | Income £ | Expenditure £ | Transfers £ | Balance at 5 April 2021 £ |
|--|---------------------------------------|-------------|------------------|----------------|---------------------------------------|
| Restricted Funds | | | | | |
| Advice Service | | | | | |
| Hillingdon Community Trust | 5,106 | 69,555 | (38,977) | (9,950) | 25,734 |
| Department of Foreign Affairs and Trade; Emigrant Support Programme | 683 | 7,000 | (1,404) | (5,550) | 729 |
| City Bridge Trust | 29,449 | - | - | - | 29,449 |
| Goldsmiths Company | 3,000 | - | - | - | 3,000 |
| London Community Response Fund | - | 1,356 | (1,356) | - | - |
| Other | 17,314 | 573 | (799) | (2,735) | 14,353 |
| ProParenting | | | | | |
| London Borough of Hillingdon | 13,871 | - | - | (13,871) | - |
| Children's Centres | 4,876 | - | - | (4,876) | - |
| Other | 1,254 | - | - | (253) | 1,001 |
| Children and Families | | | | | |
| Toy Library | | | | | |
| Richmond Toys | 594 | - | (23) | - | 571 |
| Other | 267 | - | - | - | 267 |
| Holiday Club and out of school activities | | | | | |
| Other | - | 523 | (606) | 83 | - |
| Toddler Group | - | - | - | - | - |
| London Community Response Fund | - | 5,764 | (3,521) | (2,243) | - |
| Older Persons | | | | | |
| London Borough of Hillingdon | - | 18,000 | (8,498) | (9,502) | - |
| Dining Club | (15,386) | 6,576 | (11,471) | 3,090 | (17,191) |
| London Borough of Hillingdon Leaders Initiative | 5,192 | 4,780 | (3,168) | (1,612) | 5,192 |
| London Community Response Fund | - | 13,172 | (13,172) | - | - |
| Other Income | 7,158 | 2,141 | (343) | (1,955) | 7,001 |

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2021

| | Balance at 6 April 2020 £ | Income £ | Expenditure £ | Transfers £ | Balance at 5 April 2021 £ |
|-----------------------------------|---------------------------------------|----------------|------------------|-----------------|---------------------------------------|
| Other Grants | | | | | |
| Maintenance Reserve | 1,123 | - | - | - | 1,123 |
| Development Worker | 549 | - | - | - | 549 |
| Pampering Course | 552 | - | - | - | 552 |
| London Catalyst Samaritan Fund | (68) | 750 | (218) | - | 464 |
| Asylum Seekers | | | | | |
| Hillingdon Community Trust | - | 3,000 | (504) | - | 2,496 |
| London Community Response Fund | - | 4,400 | (4,400) | - | - |
| Other | - | 12,630 | (10,179) | (504) | 1,947 |
| Partners in Renewal | 29 | - | - | - | 29 |
| Building Fund | 2,412 | - | - | - | 2,412 |
| Capital Fund | | | | | |
| Restricted | 170,827 | - | (18,327) | 2,242 | 154,742 |
| Total Restricted Funds | <u>248,802</u> | <u>150,220</u> | <u>(119,209)</u> | <u>(45,393)</u> | <u>234,420</u> |
| Unrestricted Funds | | | | | |
| Designated Funds | | | | | |
| Giving Fund | 15,146 | - | (5,400) | (7,800) | 1,946 |
| London Borough of Hillingdon | | | | | |
| Advice Service | 749 | 13,750 | (8,203) | (1,038) | 5,258 |
| Children and Families | 16,536 | 13,750 | (3,947) | (8,265) | 18,074 |
| Operations Manager | 12,199 | 22,500 | (14,988) | (3,613) | 16,098 |
| London Community Response Fund | - | 3,635 | (3,635) | - | - |
| Other income | 1,046 | 40 | - | - | 1,086 |
| | <u>45,676</u> | <u>53,675</u> | <u>(36,173)</u> | <u>(20,716)</u> | <u>42,462</u> |
| General Unrestricted Funds | | | | | |
| General Fund | 22,146 | 22,843 | (61,511) | 66,109 | 49,587 |
| London Community Response Fund | - | 10,538 | (10,538) | - | - |
| Capital Fund - Unrestricted | 483 | - | - | - | 483 |
| | <u>22,629</u> | <u>33,381</u> | <u>(72,049)</u> | <u>66,109</u> | <u>50,070</u> |
| Total Funds | <u>317,107</u> | <u>237,276</u> | <u>(227,431)</u> | <u>-</u> | <u>326,952</u> |

Bell Farm Christian Centre
Notes forming part of the Financial Statements
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Purpose of Restricted Funds

Advice Service For running costs of Doorway Advice, Information and Care Service.

Parent Support For Pro Parenting courses and training.

Children and Families Projects

Toy Library For running costs of Toy Library
 Holiday Club For Summer Holiday Clubs
 Out of School activities For other Holiday Events
 Toddler Group For Carer and Toddler group

Older Persons

London Borough of Hillingdon For older persons work, including employment of manager.
 Dining Club For running costs of Dining Club
 London Borough of Hillingdon For capital items and special events
 Leaders Initiative

Transfers are made from the Dining Club fund to the London Borough of Hillingdon fund to cover shortfalls on funding.

Other Funds

Maintenance Reserve For maintenance of building
 Development Worker Balance from employment of development worker
 Pampering Course Balance from pampering courses
 London Catalyst Samaritan Fund For helping those in need
 Asylum Seekers Working with those seeking asylum in the UK who are temporarily housed in hotels at Heathrow
 Partners in Renewal For churches in West Drayton and Yiewsley
 Building Fund For building extension. Costs are transferred from this fund to the Capital fund

Purpose of Designated Funds

Giving Fund A proportion of general unrestricted income is set aside to give to other organisations. Transfers into this fund are from the General fund.

London Borough of Hillingdon

Advice Service For running costs of Doorway Advice, Information and Care Service
 Children and Families For running costs of Children and Families projects
 Operations Manager For employment of Operations Manager

Transfers

Many of the grants received by BFCC include amounts for use of premises, management and administration costs. These agreed amounts are transferred to the general unrestricted fund to cover expenditure made from this fund. When equipment is purchased the costs are transferred from specific restricted and designated funds to the Capital fund.

Bell Farm Christian Centre
Notes forming part of the Financial Statements
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16 Analysis of net assets between funds

| | Restricted | Unrestricted | Total |
|---|-------------------|---------------------|----------------|
| | £ | £ | £ |
| Fund balances at 5 April 2021 are represented by: | | | |
| Tangible fixed assets | 154,741 | 487 | 155,228 |
| Current assets | 80,965 | 99,195 | 180,160 |
| Creditors: amounts falling due within one year | (1,286) | (7,150) | (8,436) |
| | <u>234,420</u> | <u>92,532</u> | <u>326,952</u> |

17 Operating lease commitments

Bell Farm Christian Centre has use of the church building and manse on a 21 year lease from March 2010. Rentals payable on this lease, through a Memorandum of Understanding with the Landlord, are reduced to a starting value of £2,000 per year, rising annually by inflation.

18 Related party transactions

There were no related party transactions during the year.

19 Control

There is no controlling party.