

Charity Registration No. 1123028

Company Registration No. 06492621 (England and Wales)

BILLINGSHURST FAMILY CHURCH
(LIMITED BY GUARANTEE)

DIRECTORS' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

BILLINGSHURST FAMILY CHURCH

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 - 12

Billingshurst Family Church (A Company limited by guarantee)

Legal and Administrative Information

Charity Number	1123028
Company Registration Number	06492621
Date of Incorporation	4th February 2008
Start of Financial Year	1st April 2021
End of Financial Year	31st March 2022
Trustees/Directors	Mrs Rachel Brown (Company Secretary) Mr John Fraher Mr Craig Gale Mr Lee McGahan Mr William Richards Mr Andrew Newby Miss Ruth Feaver
Company Secretary	Mrs Rachel Brown
Governing Document	Memorandum & Articles of Association Incorporated 4th February 2008

Objects:

A) To advance the Christian faith in accordance with the statement of faith in such ways in Billingshurst and the surrounding villages and in such other parts of the United Kingdom and the world as the directors from time to time may think fit.

B) To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in Billingshurst and the surrounding villages and in such other parts of the United Kingdom or the world as the directors from time to time may think fit.

C) To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life in Billingshurst and the surrounding villages and in such other parts of the United Kingdom and the world as the directors may from time to time think fit.

Principle Address & Registered Office	Billingshurst Centre Billingshurst West Sussex RH14 9QW
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Mailing Kent ME19 4JQ
Independent Examiner	Michael Homer AFA MIPA MCH Accountants Ltd 68 Charlton Road Andover Hampshire SP10 3JN

Billingshurst Family Church (A Company Limited By Guarantee)

Report of the Directors For the Year Ended 31 March 2022

The trustees (who are also the directors) are pleased to present their annual report and accounts for the year ended 31 March 2022. The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, Charities SORP (FRS102).

OBJECTIVES

In shaping our objectives for the year and planning our activities, the Directors have considered the Charity Commission's guidance on public benefit.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

Weekly meetings are held every Sunday morning at the Billingshurst Community and Conference Centre for worship and the preaching of God's word. Our weekly Sunday attendance is averaging approximately 115. The church has returned to all our regular activities following Covid and launched a renewed vision in October 2021:

- Weekly and monthly prayer meetings
- Monthly 'Going Deeper' sessions with teaching and discussion on a range of topics impacting Christians today
- Weekly life groups where Church members meet in small gatherings, usually, 8 - 12 in number. These meetings include worship, fellowship, prayer, and bible study.
- Changes have been made to the Leadership structure with the development of a ministry leaders team and a pastoral leaders team. Each meets on alternate months.
- Children's work is undertaken primarily on a Sunday and offers opportunity for teaching of children up to the age of 11 years
- Youth work is provided under the name of Ignite and meet regularly on a Thursday evening and on a Sunday morning. They also attend the annual "Newday" youth event held at the Norfolk Showground.
- We operate BFC Toddlers (previously Rainbow Toddlers) on Monday mornings during term time for parents and toddlers within the wider Billingshurst community which is well attended. BFC Toddlers is regularly recommended to new families in the village, often by members of the community who are not part of our church.
- We support the annual village show in June providing facilities at the showground which raises money for the local Scout and Guide groups and charities supported by the Rotary Club.
- Evangelistic events were held during the year which included an "Alpha Course" for non-Christians to discuss and find out more about Christianity. We also hold our annual Christmas Carol celebration.
- We are part of and support in both financial and practical terms the work of Commission which is a group of international churches stretching across mainly the South of England in the UK, India, Spain, Portugal and other nations. Commission churches work closely together to make disciples, reach the nations and transform communities. Commission also provides valuable training and support for our Elders and Leaders.
- Some Church members have been trained to be CAP Money Coaches. The CAP Money Course is a course devised by the award winning debt counselling Charity, Christians Against Poverty (CAP). As a result BFC has run a number of courses for both members and the community in general. It has also expanded into helping students and school age children.
- We have also supported Thirtyone:Eight (formally CCPAS) in their work protecting children from abuse and The Oasis Crisis Pregnancy Centre providing support to women, and their partners, who are facing an unintended pregnancy or pregnancy loss.
- BFC provides prayer support for Street Pastors which is an interdenominational Church response to urban problems engaging with people on the streets to care, listen and communicate.
- We operate our 'BFC Social Action' ministry, to promote and develop the work of the church and its members as we support communities around Billingshurst.

Billingshurst Family Church (A Company Limited By Guarantee)

Report of the Directors For the Year Ended 31 March 2022

FINANCIAL REVIEW

The Statement of Financial activities is set out on page 6

Principal Funding Sources

The Charity does not undertake any fundraising from outside sources and all monies are raised from Church members. During the last financial year the Church showed a financial surplus of £5,217

Reserves

The regular monthly income remains sufficient to cover the general day to day operational costs with the General Funds accumulated providing approximately three months coverage of expenditure should there be a sudden decline in income. The Trustees have agreed a Policy of holding a minimum of three months unrestricted funds which is considered adequate and appropriate for the Charity's activities.

Investment Policy

The Charity's liquid funds are held in cash at CAF Bank and the Charity's Policy is to continue with this arrangement with surplus funds over and above day to day requirements held on interest bearing accounts.

Risks

The Directors have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure. Written Policy statements are in place covering:-

- Reserves
- Investment
- Expenses
- Safeguarding
- Conflicts of Interest

It also follows the Commission – Travel Risk Management Policy.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Charity is a Company Limited by Guarantee and incorporated 4 February 2008 and registered as a charity 29 February 2008. The Company was established under Memorandum and Articles of Association which established the objects and powers of the charitable company and how it is governed. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Structure and Management

The spiritual leadership and governance of Billingshurst Family Church (BFC) for the purposes of which the charity has been established remains with a three man Eldership Team, one of whom is a full time employee. They are supported by a part time Treasurer and a part time Administrator. There is also a Ministry Leaders Team and a Pastoral Leaders Team.

REFERENCE AND ADMINISTRATIVE DETAILS

The Charity operates under the name Billingshurst Family Church and uses no other names. It is registered in England at Companies House under number 6492621 and at the Charity Commission under number 1123028. The registered and principal office is Billingshurst Centre, Roman Way, Billingshurst, West Sussex, RH14 9QW.

The Directors and Trustees of the Charity comprise Rachel Brown, John Fraher, Craig Gale, Will Richards, Ruth Feaver, Andrew Newby and Lee McGahan. When considering the appointment of new directors, the Board has regard to the balance of skills and knowledge available.

Billingshurst Family Church (A Company Limited By Guarantee)

**Report of the Directors
For the Year Ended 31 March 2022**

STATEMENT OF DIRECTOR'S RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the charity, incoming resources and the application of resources including the income and expenditure of the charitable company during the period. In preparing those financial statements the directors are required to:

- (i) Select suitable accounting policies and then apply them consistently,
- (ii) Observe methods and principles in the Charities SORP,
- (iii) Make judgements and estimates that are reasonable and prudent,
- (iv) Prepare financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

This report has been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Directors on the 30/10/22



Signed on their behalf by Mrs R Brown, Chair of Trustees

Billingshurst Family Church

Independent Examiner's Report

To the Members of Billingshurst Family Church

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the Charitable 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 Charitable 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

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- accounting records were not kept in respect of the Charitable Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 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.

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.



Mr Michael Homer AFA MIPA

Independent Examiner for and on behalf of
MCH Accountants Ltd
68 Charlton Road
Andover
Hampshire
SP10 3JN

Dated: **30/10/2022**

Billingshurst Family Church (A Company Limited by Guarantee)

**Statement of Financial Activities for the year ended 31st March 2022
(Including income and expenditure account)**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income from:					
Donations and gifts	5a	123,684	6,810	130,494	127,723
Charitable Activities	5b	1,498	-	1,498	20
Investment Income	5c	15	1	16	24
Other Income	5d	385	-	385	-
Total Income		<u>125,582</u>	<u>6,811</u>	<u>132,393</u>	<u>127,767</u>
Expenditure on:					
Charitable Activities	6	121,560	5,616	127,176	107,623
Total Expenditure		<u>121,560</u>	<u>5,616</u>	<u>127,176</u>	<u>107,623</u>
Net Income / (Expenditure) before transfers		4,022	1195	5,217	20,144
Gross transfers between funds		-	-	-	-
Net incoming/(outgoing) resources for the year		<u>4,022</u>	<u>1,195</u>	<u>5,217</u>	<u>20,144</u>
Total Funds brought forward at 1 April 2021		56,116	8,209	64,325	44,181
Total Funds carried forward at 31 March 2022		<u>60,138</u>	<u>9,404</u>	<u>69,542</u>	<u>64,325</u>

All the church's operations are classed as continuing.

There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 8 to 12 form part of these financial statements.

Billingshurst Family Church (A Company Limited by Guarantee)

Balance Sheet as at 31st March 2022

	Notes	2022 £	2021 £
Fixed Assets			
Tangible Assets	3	7,170	5,859
Current Assets:			
Debtors and Prepayments	9	7,961	6,542
Cash at bank and in hand		58,828	54,633
Total Current Assets		<u>66,789</u>	<u>61,175</u>
Current Liabilities:			
Creditors: amounts falling due within one year	10	(4,417)	(2,709)
Net Current Assets		<u>62,372</u>	<u>58,466</u>
Total Net Assets		<u>69,542</u>	<u>64,325</u>
Income Funds			
General Fund		60,138	56,116
Restricted Funds	7	9,404	8,209
Total Funds	13	<u>69,542</u>	<u>64,325</u>

For the year ending 31st March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' Responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of accounts.
- The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Act relating to accounts as far as they apply to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Directors on the
Signed on their behalf by Director

30/10/22



Rachel Brown

Company number 06492621

Billingshurst Family Church (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31st March 2022

Company information

1. Statutory information

Billingshurst Family Church is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the Legal and Administrative Information page.

2. Accounting Policies

Basis of Preparation

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 2015) - Charities SORP (FRS102) and the Companies Act 2006.

Billingshurst Family Church meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Billingshurst Family Church's ability to continue as a going concern.

Income

Income is recorded on the Statement of Financial Activities (SOFA) when it becomes probable the charity will receive the income, the charity becomes entitled to the income and the amount of income due to be received can be measured reliably.

Investment income and gains are allocated to the appropriate fund.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to that category. They include irrecoverable VAT. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to discharge them.

Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Equipment 25% reducing balance

Assets costing less than £500 are expended within the SOFA.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short and medium term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

Pensions

The charity offers a defined contribution pension to all eligible staff and, at the Trustees' discretion, to other paid staff. At the year end there were contributions of £551 outstanding (2021: £581).

Taxation

The company is a registered charity (number: 1123028). All activities are undertaken to fulfil the primary objectives of the charity and are therefore exempt under Part 11 of the Corporation Tax Act 2010

Billingshurst Family Church (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31st March 2022 (continued)

2. Accounting Policies (continued)

Critical accounting

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions *are* based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

Funds

General funds are unrestricted funds which are available for use at the discretion of the directors in furtherance of the general objectives of the charity and which have not been designated for any other purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Cash Flow

Under section 7 of FRS102 in relation to the Cash Flow statement, exemption has been claimed on the basis that Billingshurst Family Church is a small charity.

3. Tangible Fixed Assets		Equipment
		£
Cost	1st April 2021	12,891
Additions		3,700
Disposals		(715)
Cost at	31st March 2022	<u>15,876</u>
Depreciation	1st April 2021	7,032
Charge for year		2,389
Depreciation on disposal		(715)
Depreciation at	31st March 2022	<u>8,706</u>
Net book value	31st March 2022	<u>7,170</u>
Net book value	31st March 2021	<u><u>5,859</u></u>

4. Capital Commitments and Contingent Liabilities

There were no capital commitments or contingent liabilities at 31st March 2022 (2021: none).

Billingshurst Family Church (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31st March 2022 (continued)

5. Income	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
a) Voluntary Income				
Gift Aided giving	84,446	1,740	86,186	86,326
Gift Aid tax refund	20,901	435	21,336	21,582
Other giving not gift aided	18,337	4,635	22,972	19,815
	<u>123,684</u>	<u>6,810</u>	<u>130,494</u>	<u>127,723</u>
b) Charitable Activities				
Youth and Children	-	-	-	20
Activities and Events	310	-	310	-
BFC Toddlers	1,188	-	1,188	-
	<u>1,498</u>	<u>-</u>	<u>1,498</u>	<u>20</u>
c) Investment Income				
Bank Interest	<u>15</u>	<u>1</u>	<u>16</u>	<u>24</u>
d) Other Income				
Sundry Income	<u>385</u>	<u>-</u>	<u>385</u>	<u>-</u>
Total Income	<u>125,582</u>	<u>6,811</u>	<u>132,393</u>	<u>127,767</u>

Of the £127,767 total income for the year to 31 March 2021, £119,323 was unrestricted and £8,444 was restricted.

6. Expenditure	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Charitable Activities:				
Activities and Events	3,221	-	3,221	7,865
Youth and Children	2,244	-	2,244	323
Leadership expenses	7,435	-	7,435	563
Gifts and Offerings	12,800	5,616	18,416	22,337
Office & Administration	27,648	-	27,648	12,226
Salaries	64,873	-	64,873	61,456
Depreciation	2,389	-	2,389	1,953
Accountant Fees	950	-	950	900
Total Expenditure:	<u>121,560</u>	<u>5,616</u>	<u>127,176</u>	<u>107,623</u>

Of the £107,623 total expenditure for the year to 31 March 2021, £97,311 was unrestricted and £10,312 was restricted.

Support Costs included in the above consist of:

Salaries	19,680	-	19,680	18,888
Office and Administration	27,648	-	27,648	14,086
Governance Costs	950	-	950	900
	<u>48,278</u>	<u>-</u>	<u>48,278</u>	<u>33,874</u>

Governance costs in 2021 and 2022 consist entirely of fees paid to the independent examiner in respect of examination services.

Billingshurst Family Church (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31st March 2022 (continued)

7. Restricted Funds	Balance at 01-Apr-21 £	Income £	Expenditure £	Transfer £	Balance at 31-Mar-22 £
Building Fund	4,373	-	-	-	4,373
Church Planting Fund	1,422	1	-	-	1,423
Fellowship Fund	2,414	5,350	(4,156)	-	3,608
Specified Giving	-	1,460	(1,460)	-	-
	<u>8,209</u>	<u>6,811</u>	<u>(5,616)</u>	<u>-</u>	<u>9,404</u>

The Restricted Funds are wholly represented by the charity's cash reserves.

Restricted Funds are held for the following purposes:

Building Project.

New church planting.

The poor who are experiencing financial hardship within the church and the wider community

Items held for specified giving,

8. Statement of financial activities, comparative funds - year ended 31 March 2021.

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Income from:			
Donations and gifts	119,282	8,441	127,723
Charitable Activities	20	-	20
Investment Income	21	3	24
Other Income	-	-	-
Total income	<u>119,323</u>	<u>8,444</u>	<u>127,767</u>
Expenditure on:			
Charitable Activities	97,311	10,312	107,623
Total expenditure	<u>97,311</u>	<u>10,312</u>	<u>107,623</u>
Net Income / (Expenditure) before transfers	22,012	(1,868)	20,144
Gross transfers between funds	(2,500)	2,500	-
Net incoming/(outgoing) resources for the year	<u>19,512</u>	<u>632</u>	<u>20,144</u>
Total Funds brought forward at 1 April 2020	36,604	7,577	44,181
Total Funds carried forward at 31 March 2021	<u>56,116</u>	<u>8,209</u>	<u>64,325</u>

9. Debtors and Prepayments

	2022 £	2021 £
Debtors	5,547	5,773
Prepayments	2,414	769
Total	<u>7,961</u>	<u>6,542</u>

10. Creditors and Accruals: amounts due within one year

	2022 £	2021 £
Sundry Creditors	3,668	1,973
Churches Together in Billingshurst	749	736
	<u>4,417</u>	<u>2,709</u>

Billingshurst Family Church (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31st March 2022 (continued)

11. Staff Costs and Emoluments

The Charity employed three members of staff (2021: three) during the year. The costs were:

	2022	2021
	£	£
Gross Salaries	58,912	56,618
Employers NIC	1,130	885
Income Protection Insurance	305	-
Employers Pension Contributions	4,526	3,953
	<u>64,873</u>	<u>61,456</u>

There are no employees with emoluments over £60,000 (2021: none).

The key management personnel of the charity comprise of the Lead Elder, Administrator and the Treasurer. The total employee benefits of key management personnel of the charity were £63,438 (2021: £60,571)

12. Directors and related parties

During the financial period, in furthering the charity's objectives, Mr C Gale received £45,817 (2021: 44,082) in salary, £3,207 (2021: £3,086) in pension contributions, and £613 (2021: £246) in general expenses. Other directors and related parties received £410 (2021: £NIL) reimbursement of expenses that they had incurred on the charity's behalf.

Directors contributed £35,678.75 (2021: £29,650) to the total church offering (including gift aid) during the year.

13. Net Assets between Funds

	Unrestricted funds	Restricted funds	Total 2022
	£	£	£
Fund balances at 31 March 2022 are represented by:			
Fixed Assets	7,170	-	7,170
Current Assets	57,385	9,404	66,789
Current Liabilities	(4,417)	-	(4,417)
	<u>60,138</u>	<u>9,404</u>	<u>69,542</u>

	Unrestricted funds	Restricted funds	Total 2019
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Fixed Assets	5,859	-	5,859
Current Assets	52,966	8,209	61,175
Current Liabilities	(2,709)	-	(2,709)
	<u>56,116</u>	<u>8,209</u>	<u>64,325</u>

14. Member Guarantee

The charity is limited by guarantee and has no share capital. Every member of the company is a guarantor and undertakes to contribute to the assets of the company, in the event of being wound up, such amount as may be required. Each guarantor's liability is limited to £1.

15. Control

The charity is under the control of the board of directors.