

Charity Registration Number **1126056**

Company Registration Number **6639603**



# **Guildford Town Centre Chaplaincy**

Company Limited by Guarantee

UNAUDITED FINANCIAL STATEMENTS  
for the year ended 31<sup>st</sup> December 2022



# Guildford Town Centre Chaplaincy

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# Guildford Town Centre Chaplaincy

## Report of the Trustees Year Ended 31st December 2022

The Trustees, who are also the Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31<sup>st</sup> December 2022.

### LEGAL AND ADMINISTRATIVE INFORMATION

Registered charity name	Guildford Town Centre Chaplaincy
Charity registration number	1126056
Company registration number	6639603
Principal & Registered Office	23 Waterden Road, Guildford, GU1 2AZ

### THE TRUSTEES

Mr C Britton BEM	Chairman
Mr W N Campion-Smith	
Ms RLL Cheah	
Ms C Clutton	
Mr M D Gercke	Hon Treasurer
The late Mr AJE Hodges	Died 12 April 2022
Ms L M E Kenyon	
Rev RM Pierce	
Mr E Varley	
Rev A C Wheeler	

### PATRONS

Lady Toulson CBE DL	Retired 25 June 2022
HM Lord-Lieutenant of Surrey Michael More-Molyneux	

### TOWN CHAPLAIN

Rev N Coe

### INDEPENDENT EXAMINER

Independent Examiners Limited, 2 Broadbridge Business Centre, Delling Lane, Bosham, PO18 8NF

### BANKERS

CAF Bank Ltd  
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

# Guildford Town Centre Chaplaincy

## Report of the Trustees Year Ended 31st December 2022

### STRUCTURE, GOVERNANCE AND MANAGEMENT

Guildford Town Centre Chaplaincy (GTCC) is a registered charity and a company limited by guarantee. It is governed by its articles of association which were revised and adopted by members on 8 December 2017.

The Board of Trustees generally meets at least four times a year with one of the meetings being an Awayday to review strategy. The aims and the direction of the Chaplaincy are established by the Trustees. The board delegates to relevant sub-committees certain areas of oversight. The current committees are for Fundraising & Communications; and Policies. A trustee is appointed to oversee each policy area. Financial oversight is by the Treasurer, with support from the Chair and a professional bookkeeper who maintains the day-to-day finances, including payroll.

The Trustees have delegated the Chaplaincy's day to day management to the Town Chaplain, the Treasurer and the Street Angels, Community Angels and Volunteer Chaplains Co-ordinators. Updated written reports and financial statements are prepared and presented at each board meeting.

Lady Toulson CBE, a former High Sheriff of Surrey, was the charity's first Patron in 2019 and stepped down when moving from the area in June 2022. The Board is extremely grateful for the contribution she made. In 2020 HM Lord-Lieutenant of Surrey Michael More-Molyneux became our second Patron, a role he continues to fill.

In 2020 Chris Britton, our Chair, was recognised with the award of the British Empire Medal in the Queen's Birthday honours for his work with the community and particularly young people.

The Town Chaplain oversees the running of the three GTCC projects, Street Angels, Community Angels and Volunteer Chaplains and the staff Team report directly to the Chaplain. Our staff team during 2022 comprised:

Chaplain	Rev. Noelle Coe
Street Angels Project Coordinator	Ben Pitt
Community Angels Project Coordinator	Anne Thornton
Community Angels Project Support Assistant	Susanna Hoar
Volunteer Chaplains Project Coordinator	Susanna Hoar

Ben Pitt has since ceased to be an employee having moved away. He has been replaced by Angela Gammage who we welcome to the team.

### TRUSTEE RECRUITMENT AND INDUCTION

Applications for new Trustees are normally invited from the local church community or more widely, and subject to suitability and interview are appointed after discussion, in their absence, at a board

# Guildford Town Centre Chaplaincy

## Report of the Trustees Year Ended 31st December 2022

meeting. The board carries out an audit of the skills of the existing board members to identify the skills and skill gaps considered necessary to meet our ongoing vision.

### **PUBLIC BENEFIT**

The Chaplaincy's chief objective is to help those in need in various settings in the town and to advance Christian support by means of a chaplaincy based within Guildford town centre and serving the local community. This is accomplished through three main initiatives: Street Angels, Community Angels and Volunteer Chaplains. The Street Angels operate every Friday and Saturday night and interact with members of the public who have become vulnerable for whatever reason. The Community Angels provide support and befriending to lonely people in their own homes seeking to help them connect with the wider community. The Volunteer Chaplains support those in need of a listening ear in a workplace setting, including GP surgeries.

### **RISK MANAGEMENT**

The Trustees have assessed the major risks to which the Chaplaincy is exposed and are satisfied that systems are in place to manage exposure to the risks and to reflect changing circumstances. The Trustees categorise their main risks into two broad areas: financial and operational. In addition, the Trustees recognise the need to protect the Chaplaincy's good name and reputation from damage and undertake activities in an open and transparent way. It is important to the Trustees that its supporters and stakeholders continue to trust the Chaplaincy.

Financial risk -ensuring there are sufficient funds to meet the Chaplaincy's charitable objectives:

- There is careful monitoring through a system of financial reporting that compares actual results against budget and with reports to the board on a quarterly basis.
- The Chaplaincy has no financial instrument borrowings and its investment and reserves policies are set to manage risks and ensure there is adequate liquidity to meet liabilities as they arise, including all regular commitments such as salaries and office rent etc.
- Credit risk on amounts owed in respect of incoming resources is low.

Operational risk - risks caused by failures in operational processes including areas such as data protection, health and safety, safeguarding, volunteer recruitment and fundraising:

- Policies, procedures and governance structures have been established to monitor and mitigate operational risks such as health and safety, data protection, safeguarding and major incidents. A board committee carries out a programmed review of all policies and update of the risk register at least once a year.
- Training is delivered to volunteers in key areas to ensure compliance with procedures, together with regular volunteer feedback.
- Data protection policies have been updated in the light of the General Data Protection Regulations and are subject to periodic review.
-

# Guildford Town Centre Chaplaincy

## Report of the Trustees Year Ended 31st December 2022

- When Street Angels operations resumed after the initial pandemic lockdown, a Covid risk assessment was carried out, with the help of an experienced NHS practitioner. New procedures including appropriate PPE were put in place for the safety of volunteers and members of the public who we would be encountering. As the pandemic situation evolved our response has been kept under continuous review, with relaxations as appropriate in line with national guidelines and best practice.

### VALUES, ACTIVITIES & WAYS OF WORKING

The values of Guildford Town Centre Chaplaincy were established in 2008 when the charity was set up. These remain unchanged although are periodically reviewed. Our values are:

- Selfless and non-judgemental
- Excellence and professionalism
- Integrity and honesty
- Collaboration and adding value

The Volunteer Pack documents the Chaplaincy's Roles and Values, Code of Conduct, Police Protocol, Health & Safety and Safeguarding as major topics. In addition, other procedures and policies are in place regarding the functioning and operation of the Chaplaincy.

New volunteers for all our projects have continued to be recruited, trained and mobilised, such that the Chaplaincy has been able to replace the inevitable loss of some volunteers throughout the year.

The Chaplaincy records and monitors the interactions between volunteers and members of the public and receives regular feedback as to their impact. Weekly reports also enable the Chaplaincy to gauge the effectiveness of its operations and provide a valuable source of continuous learning and improvement for all its volunteers.

The Trustees regularly review how the Chaplaincy's projects might be enhanced and extended and further developed. In the past year the Trustees have invested in the expansion of the Volunteer chaplains project.

### TOWN CHAPLAIN

The Chaplain Rev Noelle Coe, maintains contact with the wider community and receives positive comments both formally and informally. The Police, Police Crime Commissioner, Local Authority, Pub Watch, homeless agencies, Riverside, Experience Guildford, NHS clinical commissioning group, GP practices, Guildford Borough Council, Surrey County Council, churches and business leaders all recognise the effectiveness of the Chaplaincy's projects in the day and night-time economy. During 2022 these relationships have been developed and strengthened especially on emerging from the covid pandemic. A particular new link is with the 'Real Change', an initiative in Guildford to combat homelessness. Noelle has recently been elected Chair of Guildford Business Forum. This last year the chaplain has headed up the joint churches Good Friday Walk of Witness on Guildford high Street and

# Guildford Town Centre Chaplaincy

## **Report of the Trustees Year Ended 31st December 2022**

regularly attends meetings such as JAG(Guildford Joint Action Group) Pub Watch, CofE deanery clergy meetings, Real Change, and Joint Christian leaders' meetings.

The chaplain has visited churches and businesses to encourage positive relationships. Also spending time with people on a one to one basis who may need support or a safe listening ear.

The chaplain oversees the three chaplaincy projects as well as being the safeguarding lead. She takes a lead with staff and volunteer training, ensuring they are well equipped and supported in their different roles.

Last year the chaplaincy expanded and a member of staff was employed for two more days a week. This was to oversee the expansion of Volunteer Chaplains. A steering group was also put in place along with supervisors to debrief and support volunteers.

At the end of December, the Street Angel coordinator moved away and following recruitment we are pleased that Angela Gammage joined as the new coordinator in March 2023.

The Chaplain also takes an active role in fundraising and outreach initiatives.

During covid volunteer numbers dropped and this is an area that the Chaplain is particularly targeting to redress the balance, especially as the work is expanding.

### ***Volunteer chaplains***

We currently have ten Volunteer Chaplains who support staff and members of the public over a range of businesses and organisations in the town and community, including three who have a role of providing supervisory support for the team. The chaplains bring a non-judgmental, confidential listening ear and a commitment to enhance wellness. They will pray with people if asked in the places they visit.

Volunteer Chaplains now have a project coordinator working two days a week. The coordinator has been looking at ways of building the community of volunteers, establishing supervision for all volunteers, ensuring regular reporting to help with future funding and exploring new placements for future chaplains.

Our second GP chaplaincy started at Dapdune House Surgery in July 2022, and a third commenced in February 2023 at Stoughton road surgery with a new volunteer found for the role. A retired GP continues to assist in establishing the GP chaplaincies and also providing support for the GP chaplains. Two new volunteers were recruited in 2022 and are visiting The Clockhouse, a development of self-contained retirement flats, every fortnight, receiving a warm welcome from residents and staff. We are seeing the benefits of chaplains working in pairs and we will look to use this model as we seek to find placements and increase our public presence in our community. A second chaplain has joined the team of chaplains with Surrey and Sussex police and after completing the lengthy security checks is making weekly visits at Mount Browne. Stagecoach Buses have expressed an interest in having a chaplain and we are looking for a suitable volunteer. We are

# Guildford Town Centre Chaplaincy

## Report of the Trustees Year Ended 31st December 2022

looking to create and facilitate parenting listening courses at parent and toddler groups and the coordinator is also having meetings to explore a placement at the Magistrates' Court.

As part of creating more opportunities for supporting the volunteers, in addition to the termly social gatherings, a cross chaplaincy monthly prayer service recently commenced at St Mary's church.

Rev Andy Wheeler(trustee) continues to support the project and Rev Paul Morris has met with the project coordinator in a mentor capacity.

### ***Guildford Street Angels***

This well-established Chaplaincy project organises volunteer Street Angels to help those in need, who have become vulnerable on a night out at the weekend in Guildford.

This work operates in collaboration with our night time colleagues, including the Emergency Services, benefitting the night time economy as a key factor in Guildford's Purple Flag accreditation. The project also contributes significantly to the safety of the public who use the night time economy in Guildford, which in turn takes pressure away from the Emergency Services, saving a certain amount of their resources.

A regular process of recruitment and training goes on each year, and this year there is greater need for new Street Angel volunteers.

Currently there are 48 Street Angel volunteers. In 2022 over 3500 individuals were assisted and the Street Angels picked up a similar number of bottles whilst on their regular patrols . Our volunteers are a diverse and dedicated group, spanning a broad age range with some in their 20s and some in their 80s. Whilst not all volunteers are Christians, those that are belong to a range of churches and denominations across Guildford and the surrounding areas.

Ongoing monitoring of the quality of the service takes place by the coordinator, in collaboration with the Chaplain, through supporting the volunteers in action and responding to feedback from the team reports and in collaboration with our night time colleagues, including PubWatch.

In 2022 the then coordinator continued the production of promotional videos for churches and our website, outlining the work of the Chaplaincy across its three projects as well as a more focused video describing the work of the Street Angels. The coordinator has also been strengthening the meaningful relationships held with our local partners which was affirmed in late 2022 when he received an award for 'Outstanding Contribution to Guildford Nightlife' at the Best Bar None Awards.

### ***Community Angels***

Community Angels was launched in January 2018 and is now a well-established part of GTCC.

It remains the only befriending project in Guildford supporting adults of all ages. Our vision is a community where nobody should feel lonely or isolated, where the strength of relationships means that everyone feels they are valued, supported and that they belong.



# Guildford Town Centre Chaplaincy

## Report of the Trustees Year Ended 31st December 2022

Community Angels aims to:

- Reduce loneliness and isolation;
- Build confidence and empower people;
- Increase a sense of belonging within the community; and
- Improve quality of life within our community.

During 2022 we worked with a team of 42 trained volunteers, supporting individuals on a one-to-one basis by meeting with them weekly over a six-month period. All of our volunteers befriend in person, except for one, who exclusively offers telephone befriending. Befrienders visit clients in their homes, and support those who have the capacity to go out to engage with activities outside their home. Where appropriate, we encourage our clients to make new connections in the community, within the context of a supportive befriending relationship.

Referrals come from NHS Social Prescribing, Adult Social Care, GPs, mental health services, other local charities and members of the community, and in 2022 ranged in age from 18 to 100. Clients typically face a complex mix of social, emotional, mental or physical issues. The majority of our referrals struggle with mental ill health in addition to their other needs.

Our Community Angels 'Hub' at St Saviour's Church has continued throughout 2022. This group of volunteers are also members of St Saviour's and are matched with clients in central Guildford. Community Angels works alongside other projects in the church, such as the "Meals for You" programme, and the Hub volunteers form a peer-support group, enriching relationships within the church as well as between the church and the local community.

Volunteer support is a priority for Community Angels. In 2022 we ran three induction training courses (2 x half days) for new volunteers and held a well-attended 'listening workshop.' Throughout the year we held monthly volunteer drop-in sessions at the Open Grounds community café at Guildford Baptist Church. These are an excellent way for staff to get to know our volunteers better, leading to the best possible client-volunteer matches; for staff to have supportive conversations with volunteers; and for volunteers to feel part of the Chaplaincy community, building commitment to the project.

## STRATEGIC REPORT – ACHIEVEMENTS AND PERFORMANCE

### THE PROJECTS

#### *Volunteer chaplains*

2022 has been an encouraging year for Volunteer chaplains. Our project coordinator started work in the new role in April. There is a general openness and positivity in response to the idea of chaplaincy and the number of placements is limited only by lack of availability of new volunteers.

There is an enthusiasm for GP chaplaincies as we have now set up our third with the help of a retired GP. We have provided a new police chaplain and trained two new volunteers to support residents

# Guildford Town Centre Chaplaincy

## Report of the Trustees Year Ended 31st December 2022

and staff at the Clockhouse (retirement housing complex). We have a new promotional video for the project which will be used in local churches this year to raise awareness of the project and the need for new volunteers.

A Trustee continues to provide encouragement and support to the project, a monthly prayer meeting started in February 2023 and structured supervision is being introduced so it is available to all volunteers.

### ***Street Angels***

Street Angels usually operate throughout the year, every Friday and Saturday night, and additionally on other special occasions, and in support of local events where needed.

In the wake of the pandemic, 2022 still saw turbulent times with a significant rise in encounters with members of the public who were experiencing challenges to their mental health, and the Street Angels volunteers continue to work in partnership with the venues who are now receiving welfare training, and appointing Welfare Champions in a joint effort to support the public and provide for their safety.

We are grateful to all our volunteers for their dedication and support of the Street Angels project, and were thrilled to welcome more volunteers into the Street Angels team in November 2022 at our annual commissioning service.

### ***Community Angels***

During 2022, Community Angels received 110 referrals and supported 75 clients. A further 22 clients had been assessed and were waiting for a match. Our referrals all receive an in-person assessment in their home and people continue to remark that they are very grateful for this opportunity to see another person face-to-face, as so many services now engage virtually.

As a project we have excellent volunteer retention, but inevitably do lose some volunteers due to changes in their circumstances, and over 2022 several volunteers needed to take a break of up to six months, but then come back to us. We are very keen to engage further volunteers, but have had limited success in our recruitment this year. Volunteer numbers do limit our capacity and we would like to be able to provide a faster turnaround for many more of our referrals.

During 2022, we have supported clients to make social connections, including with neighbours; access community support (Citizens Advice, Guildford Hive, community transport, foodbank, meals delivery, community learning centre) and access activities (knitting group, craft group, walking for health groups). We have supported clients through challenging life circumstances (bereavement, stroke rehabilitation, addiction, post-attack trauma, adjusting to life-changing diagnoses, isolation as a carer, living in debt/on low income); helped people to improve their living conditions, engage in physical activity and leave their home without a family member, and have acted as an early warning system by raising awareness where needs are not being met.

# Guildford Town Centre Chaplaincy

## **Report of the Trustees Year Ended 31st December 2022**

We are extremely grateful to our volunteers for their time, energy and commitment, and to everyone who has supported Community Angels in 2022.

### **FUNDRAISING & COMMUNICATIONS**

The Charity's Fundraising & Communications committee continue to meet quarterly to steer and deliver funding income through grant applications, organising events, developing external partnerships, and ensuring effective communication on behalf of the Chaplaincy as a whole.

The significant and the only regular income continues to be provided by generous gifts from supporting local Churches and individuals. We are thankful that this regular support has remained fairly constant against a background of growth, as we expand our projects and thus increase our operating costs.

The Charity continues to be increasingly reliant on grant funding and one-off events. The Chaplaincy would like to gratefully acknowledge the most generous grant funding support in 2022 from the following supporters: The Surrey Police and Crime Commissioner, Guildford Poyle Charities, The Borrows Charitable Trust, Orbis Buchanan Charitable Trust, The Community Foundation for Surrey, The Bishop of Guildford's Foundation, the University of Surrey, The Erica Leonard Trust, The Arnold Clark Community Fund, Surrey County Council, John Beane Charity, The Hospital of William Parson and Ecclesiastical Insurance. Our local community partners, Guildford Town Guides, and the Guildford Scottish Country Dancing group, have also supported us generously in 2022, and we were honoured to have been selected to be the Charity of the Year for Guildford Walkfest for the third year running.

The Chaplaincy was overwhelmed to receive an exceptional donation from Hankley Common Golf Club at the beginning of 2022, thanks to a long serving Street Angel volunteer who named us as his Men's Captains Charity of the Year. We extend our thanks to the members of the Golf Club who have supported this initiative so generously.

GTCC relies on volunteers for its fundraising income, to apply to funding bodies and to organise events. The main 2022 fundraising event was a well-attended quiz night held at St Mary's Church in Guildford, with the support of so many individuals giving time and skills for free. The dedication to the work of the Charity from Ben Pitt, Street Angel Coordinator, was extraordinary as he submitted to a full head shave during the evening to raise additional funds.

GTCC are particularly grateful for the help received from Guildford Walkfest in providing a tremendous opportunity for some 25 supporters to enjoy a sponsored walk in the Surrey Hills and raise a much needed £4,500 for the work of the charity. A committed team of cake bakers and welcomers hosted a summer fundraising tea bar at the beautiful St Martha's church, and a Christmas Tree festival, organised by supporters at the Guildford United Reformed Church, were also held during the year, for which the charity is most grateful.

GTCC was delighted to receive significant community awards in 2022 to add to our collection. Street Angels were proud to receive the "Best Service Providers" award at the Experience Guildford

# Guildford Town Centre Chaplaincy

## Report of the Trustees Year Ended 31st December 2022

Customer Service Awards ceremony held at the Yvonne Arnaud theatre. We congratulate our committed volunteers on this outstanding achievement. Our Street Angel co-ordinator, Ben Pitt, received the 'Outstanding Contribution to the Evening & Late Night Economy' award from Experience Guildford in recognition of the influence that he and GTCC volunteers have in keeping people safe in the town.

To keep supporters up to date with our activities, our informal in-house newsletter "Hark" was published in winter and summer, covering stories from our three projects. Following positive feedback the Charity produced its third Annual Review in 2022, again thanks to the generous sponsorship of Guildford based marketing company "Delivered Social", enabling us to communicate more effectively with our supporters and volunteers. Delivered Social have also supported the Charity by updating information leaflets for each of our projects. In 2022 the Charity produced new promotional videos to encourage recruitment of volunteers and raise awareness for our projects, which are available to view on our website.

### FINANCIAL REVIEW

The Trustees generally seek to achieve a balanced result in each year, matching costs to income.

However in 2022 the Chaplaincy recorded a surplus of £30,114 (2021 deficit £5,371) compared to a budgeted deficit of £27,619. The principal reason giving rise to the much better than budgeted outcome was the success of a number of grant applications and a receipt of a generous legacy.

The key factor underpinning GTCC's financial viability continues to be the ongoing support of churches and individuals and grant making bodies without which the work could not continue.

The operating costs of the Chaplaincy, comprising the staff team and overheads of the Chaplaincy, are carefully controlled against a prudent budget.

The Trustees are deeply grateful to the many individuals who donated their time and money to the work of the Chaplaincy and hope that many more will support, financially and prayerfully, the board's vision for growth and development.

The Balance Sheet at 31<sup>st</sup> December 2022 shows GTCC remains in a strong financial position with Unrestricted Reserves of £81,056 and Restricted Funds of £45,212, the latter being grants and the legacy received to assist with project funding in 2023.

In these uncertain times a generous level of Reserves provides confidence to the Trustees to continue to invest and expand our services for which there is increasing demand.

Whilst the financial outcome has been very good in recent years the board anticipates that deficits will be incurred from time to time. In view of the excellent result in 2022 the board recognise that there is less need in 2023 to organise fundraising events so have set a 2023 budget for a deficit of £31.4k in order to return reserves to an appropriate level.

# Guildford Town Centre Chaplaincy

## Report of the Trustees Year Ended 31st December 2022

In summary the Trustees are confident that, providing the local churches and individuals commit to continuing to provide financial support, together with receipt of grants from organisations who have regularly supported us, the Chaplaincy will maintain adequate resources to continue and expand its ministry within Guildford.

### RESERVES POLICY

The Trustees aim to maintain adequate cash reserves to protect the Chaplaincy against short term changes in its financial circumstances and the uncertain timing in receipt of income. The approach taken has been to assess and quantify the financial risk to each separate funding stream to which has been added the budgeted shortfall for 2023 of £31.4k. In order to allow the board sufficient opportunity to rectify any shortfalls in funding and to avoid the need for painful staffing cost cutting, the board considers it prudent to hold sufficient additional reserves to cover a second year of similar financial risk exposure. This policy requires Reserves totalling £102k at 31 December 2022.

Actual Reserves (both Restricted & Unrestricted) at 31 December 2022 totalled £126k. As noted above to bring Reserves back to close to the required level the Chaplaincy has set a reduced income budget for 2023.

### TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

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

Company law requires the Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Chaplaincy and of incoming resources and application of resources, including income and expenditure, of the Chaplaincy for that year. 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 2015 (FRS102);
- 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; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Chaplaincy will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Chaplaincy's transactions and disclose with reasonable accuracy at any time the financial position of the Chaplaincy 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 Chaplaincy and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# Guildford Town Centre Chaplaincy

## Report of the Trustees Year Ended 31st December 2022

The report has been prepared in accordance with the Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 update bulletin 1. The Trustees have taken advantage of the exemptions permitted by Section 1A. In preparing this report the Trustees have taken advantage of the small companies' exemptions provided by Section 415A of the Companies Act.

Approved by the Directors on: 20 April 2023

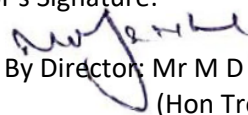
Director's Signature:

A handwritten signature in blue ink, appearing to read "C Britton".

Signed By Director: Mr C Britton  
(Chairman)

Approved by the Directors on : 20 April 2023

Director's Signature:

A handwritten signature in blue ink, appearing to read "M D Gercke".

Signed By Director: Mr M D Gercke  
(Hon Treasurer)

# Guildford Town Centre Chaplaincy

## INDEPENDENT EXAMINER'S REPORT

Report to the trustees/ members of Guildford Town Centre Chaplaincy on the accounts for the year ended 31st December 2022 set out on pages 14 to 26.

### Respective Responsibilities of Trustees and Examiner

The Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for independent examination, it is my responsibility to: -

- a) examine the accounts under section 145 of the Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and;
- c) to state whether matters have come to my attention.

### Basis of Independent Examiner's Statement

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

### Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in, any material respect, the trustees requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended Practice: Accounting and Reporting by Charities.

have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Keith Richards  
Independent Examiners Ltd  
2 Broadbridge Business Centre,  
Delling Lane,  
Bosham, PO18 8NF



# Guildford Town Centre Chaplaincy

## Statement of Financial Activities

**Year ended 31 December 2022**

(Incorporating Income & Expenditure Account)

		Unrestricted Funds	Restricted Funds	2022 Total Funds	2021 Total Funds
	Note	£	£	£	£
<b>Incoming Resources</b>					
Donations, Grants & Other Income	4	76,464	53,930	130,394	84,330
Investment Income	5	362	0	362	52
<b>Total income</b>		<b>76,826</b>	<b>53,930</b>	<b>130,756</b>	<b>84,382</b>
<b>Expenditure</b>					
Expenditure on Charitable Activities	6,7	(81,054)	(19,588)	(100,642)	(89,753)
<b>Total Expenditure</b>		<b>(81,054)</b>	<b>(19,588)</b>	<b>(100,642)</b>	<b>(89,753)</b>
<b>Net income and net movement in funds</b>		<b>(4,228)</b>	<b>34,342</b>	<b>30,114</b>	<b>(5,371)</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>		<b>85,284</b>	<b>10,870</b>	<b>96,154</b>	<b>101,525</b>
<b>Total funds carried forward</b>		<b>81,056</b>	<b>45,212</b>	<b>126,268</b>	<b>96,154</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.



# Guildford Town Centre Chaplaincy

## Balance Sheet

**As at 31<sup>st</sup> December 2022**

		Unrestricted Funds	Restricted Funds	31/12/22 Total Funds	31/12/21 Total Funds
	Note	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	12	0	0	0	0
		0	0	0	0
<b>CURRENT ASSETS</b>					
Debtors	13	4,774	0	4,774	3,621
Cash and deposits		77,793	45,212	123,005	93,787
		82,567	45,212	127,779	97,408
<b>CURRENT LIABILITIES</b>					
Creditors: amounts falling due within one year	14	1,511	0	1,511	1,254
<b>Net Current Assets</b>		<b>81,056</b>	<b>45,212</b>	<b>126,268</b>	<b>96,154</b>
<b>NET ASSETS</b>		<b>81,056</b>	<b>45,212</b>	<b>126,268</b>	<b>96,154</b>
<b>FUNDS OF THE CHARITY</b>					
<b>Total Charity Funds</b>	16	<b>81,056</b>	<b>45,212</b>	<b>126,268</b>	<b>96,154</b>

# Guildford Town Centre Chaplaincy

## Directors' Responsibilities

The directors are satisfied that for the year ended on 31st December 2022 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 13.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), Charities SORP 2015 (FRS102) Update Bulletin 1, FRS102 Section 1A, and the Charities Act 2011 and the Companies Act 2006 and the Charities Act 2011.

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 Companies Act 2006 relating to accounts, so far as applicable to the company.

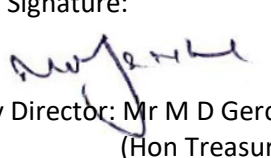
Approved by the Directors on: 20 April 2023    Approved by the Directors on: 20 April 2023

Director's Signature:



Signed By Director: Mr C Britton  
(Chairman)

Director's Signature:



Signed By Director: Mr M D Gercke  
(Hon Treasurer)

# Guildford Town Centre Chaplaincy

## Notes to the Financial Statements

**31<sup>st</sup> December 2022**

### NOTES TO THE FINANCIAL STATEMENTS

#### 1. GENERAL INFORMATION

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 23 Waterden Road, Guildford, GU1 2AZ.

#### 2. STATEMENT OF COMPLIANCE

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), Charities SORP 2015 (FRS102) Update Bulletin 1, FRS102 Section 1A, and the Charities Act 2011 and the Companies Act 2006 and the Charities Act 2011.

#### 3. ACCOUNTING POLICIES

##### **Basis of Preparation & Assessment of Going Concern**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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 Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the entity and have been rounded to the nearest pound.

The Charity meets the definition of a public benefit entity under FRS102.

##### **Going concern**

The accounts have been prepared on a going concern basis as there are no material uncertainties about the Chaplaincy's ability to continue as a going concern.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees to further any of the charity's purposes.

Restricted funds are subject to restrictions on their expenditure declared by the donor.

# Guildford Town Centre Chaplaincy

## Notes to the Financial Statements (*Continued*)

**31<sup>st</sup> December 2022**

### 3. ACCOUNTING POLICIES (*Continued*)

#### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reasonably measured. The following policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable, and the amount can be measured reliably.
- Legacy income is recognised when receipt is probable and entitlement is established.
- Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on raising funds includes the cost of fundraising activities, events, and non-charitable trading activities.
- Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

Restricted Grant income is allocated to actual expenditure incurred in respect of the relevant project or where not possible to allocate to specific items of expenditure, is amortised in equal monthly instalments against the relevant project.

# Guildford Town Centre Chaplaincy

## Notes to the Financial Statements (*Continued*)

**31<sup>st</sup> December 2022**

### **3. ACCOUNTING POLICIES (*Continued*)**

#### **Resources expended (*Continued*)**

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation**

Individual fixed assets costing £1000 or more are capitalised at cost.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment	33% straight line
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#### **Financial instruments**

A financial asset or a financial liability is recognised only when the Chaplaincy becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

#### **Debtors**

Trade and other debtors are recorded at settlement amount. Prepayments are valued at the amounts prepaid at balance sheet date.

#### **Creditors**

Trade and other creditors are recognised when the Chaplaincy has a present obligation resulting from past events and can be measured or estimated reliably. Creditors are recognised at their settlement amounts.

# Guildford Town Centre Chaplaincy

## Notes to the Financial Statements (*Continued*)

**31<sup>st</sup> December 2022**

### **3. ACCOUNTING POLICIES (*Continued*)**

#### **Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related services, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

# Guildford Town Centre Chaplaincy

## Notes to the Financial Statements (*Continued*)

31<sup>st</sup> December 2022

### 4. DONATIONS, GRANTS AND OTHER INCOME

	Unrestricted Funds	Restricted Funds	Year Ended 31.12.22	Year Ended 31.12.21
			£	£
Churches	22,237	0	22,237	36,780
Individuals	16,570	31,130	47,700	16,082
Sponsored events, fundraising and sundry income	24,553	450	25,003	8,028
Gift Aid	3,979	0	3,979	3,480
Business donations	4,125	0	4,125	2,000
Other organisations(Grants)	5,000	22,350	27,350	17,960
	<b>76,464</b>	<b>53,930</b>	<b>130,394</b>	<b>84,330</b>

### 5. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Year Ended 31.12.22	Year Ended 31.12.21
			£	£
Interest received	362	0	362	52
	<b>362</b>	<b>0</b>	<b>362</b>	<b>52</b>

# Guildford Town Centre Chaplaincy

## Notes to the Financial Statements *(Continued)*

31<sup>st</sup> December 2022

### 6. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Year Ended 31.12.22	Year Ended 31.12.21
Staff and volunteer costs (direct and indirect)	67,304	18,479	85,783	75,734
Recruitment and operation of Street Angels	3,195	509	3,704	3,223
Recruitment and operation of Community Angels	2,159	300	2,459	1,763
Recruitment and operation of Volunteer Chaplains	568	300	868	0
Recruitment and operation of Chaplaincy	649	0	649	1,253
Management and Administration	5,411	0	5,411	6,065
Governance & Professional	1,768	0	1,768	1,715
<b>Total Expenditure</b>	<b>81,054</b>	<b>19,588</b>	<b>100,642</b>	<b>89,753</b>



# Guildford Town Centre Chaplaincy

## 7 EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Year Ended 31.12.22	Year Ended 31.12.21
	£	£
Staff and volunteer costs	85,783	75,734
Recruitment and operation of Street Angels	3,704	3,223
Recruitment and operation of Community Angels	2,459	1,763
Recruitment and operation of Volunteer Chaplains	868	0
Recruitment and operation of Chaplaincy	649	1,253
Management and administration	5,411	6,065
Governance	1,768	1,715
	<b>100,642</b>	<b>89,753</b>

## 8. NET INCOME

Net income is stated after charging:

	Year Ended 31.12.22	Year Ended 31.12.21
	£	£
Depreciation of tangible fixed assets	0	0

# Guildford Town Centre Chaplaincy

## Notes to the Financial Statements *(Continued)*

**31<sup>st</sup> December 2022**

### 9. INDEPENDENT EXAMINATION FEES

	Year Ended 31.12.22	Year Ended 31.12.21
	£	£
Fees payable to the Independent Examiner for:		
<b>Independent examination of the financial statements</b>	<b>800</b>	<b>800</b>

### 10. STAFF COSTS

The total staff costs and employee benefits for the reporting period are analysed as follows:

	Year Ended 31.12.22	Year Ended 31.12.21
	£	£
<b>Salaries and wages</b>	<b>82,863</b>	<b>73,722</b>
<b>Social security costs</b>	<b>1,373</b>	<b>548</b>
<b>Employer contributions to pension plans</b>	<b>1,727</b>	<b>1,464</b>
	<b>85,783</b>	<b>75,734</b>

The average number of employees during the year was 4 all but 1 is part time (2021: 4).

No employee received remuneration or benefits of more than £60,000 during 2022 or 2021.

# Guildford Town Centre Chaplaincy

## Notes to the Financial Statements (*Continued*)

**31<sup>st</sup> December 2022**

### 11. TRUSTEE REMUNERATION AND EXPENSES

The Trustees received no remuneration, expenses or other benefits from the Chaplaincy (2021 - £NIL)

The Trustees are entitled to have reasonable expenses properly incurred when acting on behalf of the charity reimbursed to them.

### 12. TANGIBLE FIXED ASSETS

There were no tangible assets held by the Chaplaincy during the year (2021: NIL)

### 13. DEBTORS

	Year Ended 31.12.22 £	Year Ended 31.12.21 £
General debtors including gift aid.	1,840	525
Prepayments and accrued income	2,934	3,096
	<b>4,774</b>	<b>3,621</b>

### 14. CREDITORS

	Year Ended 31.12.22 £	Year Ended 31.12.21 £
Creditors & Accruals	1,511	1,254
	<b>1,511</b>	<b>1,254</b>

### 15. PENSIONS AND OTHER POST RETIREMENT BENEFITS

#### Defined contribution plans

The amount recognised in income and expenditure as an expense in relation to defined contribution plans was £1,727 (2021- £1,464)

# Guildford Town Centre Chaplaincy

## Notes to the Financial Statements (*Continued*)

31<sup>st</sup> December 2022

### 16. ANALYSIS OF CHARITABLE FUNDS

	At 01.01.22 £	Income £	Expenditure £	At 31.12.22 £
<b>General funds</b>	<b>85,284</b>	<b>76,826</b>	<b>81,054</b>	<b>81,056</b>
<b>Restricted funds:</b>				
Street Angels	4,767	39,330	7,135	36,962
Community Angels	5,625	11,300	11,675	5,250
Volunteer Chaplains	478	3,300	778	3,000
	<b>10,870</b>	<b>53,930</b>	<b>19,588</b>	<b>45,212</b>
<b>Total Funds</b>	<b>96,154</b>	<b>130,756</b>	<b>100,642</b>	<b>126,268</b>

### 17. RELATED PARTIES

#### Control

Control of the Chaplaincy rests solely with the Trustees as disclosed in the Report of the Trustees.

#### Related Party Transactions

During the year the Chaplaincy received cash donations of £4,310 from Trustees (2021: £5,880). There were no other related party transactions that require to be reported upon.