

SOUTHWICK CHRISTIAN COMMUNITY CHURCH

**ANNUAL REPORT AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED**

31ST DECEMBER 2022

Registered Charity Number 1134003

SOUTHWICK CHRISTIAN COMMUNITY CHURCH

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SOUTHWICK CHRISTIAN COMMUNITY CHURCH

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER: 1134003

START OF FINANCIAL YEAR: 1ST JANUARY 2022

END OF FINANCIAL YEAR: 31ST DECEMBER 2022

REGISTERED CHARITY ADDRESS: 1–5 ROMAN CRESCENT,
SOUTHWICK,
WEST SUSSEX
BN42 4TY

PRIMARY BANKERS: BARCLAYS BANK Plc.,
LEICESTER
LE87 2BB

INDEPENDENT EXAMINER: HAINES and CO.,
28/29 CARLTON TERRACE,
PORTSLADE, BRIGHTON
BN41 1UR

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Trustees' Annual Report

Year ending 31st December 2022

Reference & Administrative Details

Charity Name: Southwick Christian Community Church.

Charity Registration Number: 1134003

Trustees:

- Rev. Lynda Hulcoop (Minister) 1 Jan - 30 Jun
- Mr. James Benka-Coker (Elder, Chairperson)
- Mrs. Janice Dale (Elder, Safeguarding Officer)
- Mr. Brian Box (Secretary)
- Mr. Tony Byrne (Elder)
- Mrs. Isobel Edwards (Elder)
- Mrs. Isa George (Treasurer, outgoing) 1 Jan - 31 Dec
- Mrs. Anne Andrews

No other persons served as Charity Trustees during 2022.

Structure, Governance and Management

The approved governing document is a Trust Deed (*approved 2nd November 2009*) based on a Congregational Federation template. A local constitution outlining operation procedures at SCCC was prepared; this was unanimously agreed and accepted at the Annual Church (*General*) Meeting on 3rd May 2011.

The Congregation Federation Ltd is the Property and Holding Trustee.

SCCC appoints local Managing Trustees, including a Treasurer and a Secretary, all of whom hold office for a renewable three-year term.

Election & subsequent re-election is at the recommendation of the membership, Nomination by the Trust & the confirmation of a Church Member's meeting.

The spiritual governance of the Church is managed by an Eldership (who are also Trustees).

The Minister is normally the senior and presiding Elder in these meetings.

The Charity also appoints a Safeguarding Officer, Health and Safety Officer and Building Management Officer, who are honorary officers advising the Trust.

The Trust is also responsible for appointing, managing & remunerating employees where considered necessary to further its activities. Over the course of 2022 there were 6 part-time employees involved in Administration, Caretaking/cleaning, Coffee Shop Supervision & Youth/Family work (*in addition to the Minister, a salaried Office Holder for the first 6 months of the year*).

The Trust is also extremely grateful to the “army” of unsalaried volunteers both within and outside of the membership of the church, who supported and assisted in the day-to-day execution of tasks that helped us to achieve our objectives over the year – particularly in pastoral care of others in church & group leadership, worship, Coffee shop duties, compassionate & evangelistic outreach to our community & beyond, and Youth/Family programmes.

Objectives and Activities

The Charity’s objectives are those set out in the governing document and local church constitution.

The Charity seeks to advance the Christian faith according to general biblical principles as well as to the specific principles of the Baptist Union and the Congregation Federation. The Charity also seeks to advance education, relieve need, and carry out other charitable purposes in the United Kingdom and other parts of the World.

As a community-based church inspired by our Christian Faith, our aim is to offer a wide range of educational, recreational, health and wellbeing, social and spiritual activities for all age groups in the local community to enhance the service provision available to all sectors of the population.

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes and aims that are for the public benefit.

Achievements and Performance

Church membership at the end of 2022 stood at 58.

The main activities conducted by the Church that benefit included:

Weekly Sunday Services of worship, including Bible-based Christian preaching, activities for children & young people, & social interaction post-service.

Weekly outreach activities for children & youth were organised & run by our team of Youth workers on salary as well as a host of willing & able volunteers. These include Friday evening groups, a Football project, a youth discussion group & the Sunday school activities described above. Our weekly Parent & Toddler group (Rainbows) ended, but was replaced by a Soft Play project “Two by Two” with inflatable equipment themed on Noah’s Ark providing relief for busy parents with toddlers.

A Coffee shop (“Lite Bites”) open 3 days a week from 10:30 until 2:30 Tuesday through Thursday that offers cost-effective lighter cooked meals & drinks, offering a safe space for relaxation, conversation & introspection with an option for casual conversation with pastoral volunteers as desired.

Various low-cost subscription class-based exercise programmes (Gentle Exercise, Aerobics & Pilates) aimed at people with different age and health profiles conducted by professional instructors to promote physical fitness and wellbeing amongst the attending public.

Other Christian Teaching & fellowship events include faith exploration groups run by our Pastor, Life Groups including one with focus on the more elderly (Evergreens), and a Worship Team musical & singing Band. We also host a fortnightly Art Club.

The Charity manages the building structure at 1-5, Roman Crescent, Southwick. This houses the Worship Centre, Community Hall, Coffee Shop and ancillary residential facilities of two flats. The Charity manages no other real estate at this time.

We continue to host a public NHS defibrillator on our premises, as well as providing secure Guest Wifi for those on our premises.

Further afield, we supported various activities abroad in Zimbabwe, & India [*Nagaland*], in keeping with our objectives stated above.

In designing & executing the above & other activities, the Trustees have given due regard to the guidance issued by the Charity Commission on public benefit.

Financial Review & Reserves Policy

Full independent accounts are presented in a separate report.

The Voluntary Giving and Offerings, together with Gift Aid claimed back during the year amounted to £75,004.

At the end of the year there was £ 220 in a reserve account, as well as £58,341 in a charity investment fund (*including a contingency investment that has now met its pension actuarial deficit hedging objectives, and is henceforth redesignated as a reserve*), in addition to bank balances standing at £23,139. These funds are adjudged to be sufficient to cover the foreseeable running costs and expenditure of the Trust.

Our lettings, rents and activities produced a beneficial income as well as providing many varied and healthy activities for the local community.

Lite Bites Coffee shop has continued to play a significant part in reaching our community, despite making an overall operational loss of £3,763 over the year (when salaries paid out to staff performing coffee shop duties are taken into account).

Overall the available funds carried forward as at 31st December 2022 were £90,867.

Readily available funds remained adequate throughout 2022 and all costs were met on time.

The Trustees have considered the level of reserves they wish to retain, appropriate to the Charity's current needs.

At the end of the financial year 2022, a reserve amount of £58,561 is held split between a deposit account and a managed charity investment accumulation fund. This is based on the charity's size and the level of future financial commitments, including the desirability of procuring a manse for a future minister - the feasibility of which is under active consideration.

The Trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives, even if there is a temporary shortfall in income or an unexpected rise in expenditure.

The Trustees will endeavour to not set aside funds unnecessarily.

Exemptions from Disclosure

No Trustees have required exemption from disclosure by law; The Board is as stated within this document.

Funds held as Custodian Trustee on behalf of others

No Funds were held during 2022 as a Custodian Trustee on behalf of others.

Declarations

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

Signed on behalf of the Charity's Trustees

	<u>Compiler</u>	<u>Attestor</u>
Signature(s)		
Full name(s)	James Benka-Coker	Brian Box
Position (eg Secretary, Chair, etc)	Elder & Trustee Chair	Trustee Secretary
Date	17.05.24	17/05/2024

Independent examiner's report to the Trustees of Southwick Christian Community Church

I report to the trustees on my examination of the accounts of Southwick Christian Community Church (the Trust) for the year ended 31 December 2022, which are set out on pages 3 to 15.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

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.


Simon James ACA

28/29 Carlton Terrace
Portslade
East Sussex

20th May 2024

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SOUTHWICK CHRISTIAN COMMUNITY CHURCH

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDING 31ST DECEMBER 2022

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	Total 2021 £
INCOME					
Voluntary Income	2a	72,972	2,032	75,004	72,760
Activities for Generating Funds	2b	31,021	312	31,333	26,305
Other Income	2c	(1,033)	38	(995)	18,793
		<hr/>			
TOTAL INCOME		£ 102,960	2,382	105,342	117,858
EXPENDITURE					
Charitable Activities	3a	101,298	4,749	106,048	121,325
Governance Costs	3b	82	-	82	636
		<hr/>			
TOTAL EXPENDITURE		£ 101,380	4,749	106,130	121,961
Net Incoming/ (Outgoing) Resources					
		£ 1,579	(2,367)	(788)	(4,103)
Total Funds Brought Forward		77,681	13,974	91,655	95,758
Funds Transferred					
	11	10,120	(10,120)	0	N/A
		<hr/>			
TOTAL FUNDS		89,380	1,488	90,867	91,655
CARRIED FORWARD		£ 89,380	1,488	90,867	91,655


SOUTHWICK CHRISTIAN COMMUNITY CHURCH

BALANCE SHEET


FOR THE YEAR ENDING 31ST DECEMBER 2022

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	Total 2021 £
FIXED ASSETS					
Tangible Assets	4	7,075	-	7,075	8,569
CURRENT ASSETS					
Debtors	5	3,405	53	3,458	3,292
Bank Accounts	6	21,704	1,435	23,139	11,220
CCLA-CoIF Deposit Fund	7	220	-	220	218
M&G Investment Fund	8	58,341	-	58,341	69,415
TOTAL CURRENT ASSETS		83,671	1,488	85,158	84,145
Due within one year	9	1,366	-	1,366	1,059
NET CURRENT ASSETS		82,305	1,488	83,793	83,086
NET ASSETS		£ 89,380	1,488	90,867	91,655
THE FUNDS OF THE CHARITY		89,380	1,488	90,867	91,655
TOTAL FUNDS		£ 89,380	1,488	90,867	91,655

The notes on pages **11** to **15** form part of these financial statements.

Signed  (name) TONY BYRNE (Trustee) Dated 17/05/2024

Signed  (name) BRIAN COX (Trustee) Dated 17/05/24

Signed  (name) JAMES BETTS-COX (Trustee) Dated 17/05/24

SOUTHWICK CHRISTIAN COMMUNITY CHURCH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31ST DECEMBER 2022

1. ACCOUNTING POLICIES

1a. Convention

These accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. 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 (FRS 102) issued on 16th July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

1b. Funds

Unrestricted Funds

These comprise those funds which the Trustees are free to use in accordance with the charitable activities.

Restricted Funds

These are the funds which can only be used for specific purposes within the objects of the Charity. These restrictions arise, when either specified by the donor or when funds are raised for restricted purposes. The Contingency Fund is restricted to cover any financial commitment the Charity may have in settling the financial deficit to the Baptist Union Pension scheme, should such a deficit become due. Should this deficit not arise the fund can be used in accordance with the principles and aims of the Charity.

1c. Income

Voluntary Income and Capital Sources

- Income Tax recoverable on Covenants or Gift Aid donations is recognized when the gifts are received.

Other ordinary income

- Rental Income from the letting of premises is recognized when the rental is due.

Bank interest

- Bank interest is accounted for when received.

1d. Expenditure

Grants and Donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the Trust.

1e. Fixed Assets

Depreciation is provided at the rate of 25% on a reducing balance basis on all Fixed Assets.

1f. Fixed Asset Investment

Fixed Asset Investments are recorded at market value at the Balance Sheet date. Any gains or losses on revaluation are taken to the Statement of Financial Activities.

SOUTHWICK CHRISTIAN COMMUNITY CHURCH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31ST DECEMBER 2022

	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	<i>Total 2021 £</i>
2. INCOMING RESOURCES				
2a. VOLUNTARY INCOME				
Gifts and Offerings received	60,708	1,804	62,512	<i>61,168</i>
Gift Aid received	12,264	228	12,491	<i>11,592</i>
	<hr/>			
TOTAL VOLUNTARY INCOME	72,972	2,032	75,004	<i>72,760</i>
2b. ACTIVITIES FOR GENERATING FUNDS				
Rents and Lettings	18,706	–	18,706	<i>18,210</i>
Activities Receipts	2,831	–	2,831	<i>554</i>
Coffee Shop Receipts	9,484	–	9,484	<i>7,087</i>
Event Receipts	–	312	312	<i>439</i>
Sale of Masks	–	–	–	<i>16</i>
	<hr/>			
TOTAL ACTIVITY RECEIPTS	31,021	312	31,333	<i>26,305</i>
2c. OTHER INCOME				
Grants	–	–	–	<i>7,397</i>
Council Tax Refund	–	–	–	<i>–</i>
Heat and Light Refund	–	–	–	<i>–</i>
Equipment Refund	–	–	–	<i>182</i>
Bank Loyalty and Sundry	39	38	77	<i>72</i>
CCLA-COIF Deposit Interest	2	–	2	<i>1</i>
M&G Fund Yield (Deficit)	(1,074)	–	(1,074)	<i>8,732</i>
Insurance claim	–	–	–	<i>2,409</i>
	<hr/>			
TOTAL OTHER INCOME	(1,033)	38	(995)	<i>18,793</i>
TOTALLING	£ 102,960	2,382	105,342	<i>117,858</i>

SOUTHWICK CHRISTIAN COMMUNITY CHURCH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31ST DECEMBER 2022

	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	Total 2021 £
3. EXPENDITURE				
3a. Charitable Activities				
Administration Costs	8,536	-	8,536	2,888
Advance of Cash Floats	-	-	-	20
Bank Charges	343	134	477	346
Building Equip. & Maint'n'ce	4,059	-	4,059	4,803
Building Flat Repairs	-	-	-	2,574
Children and Youth	-	-	-	-
Cleaning and Waste	1,019	681	1,700	1,415
Council Tax	795	-	795	1,547
Consumables (Coffee Shop)	4,349	-	4,349	3,000
Depreciation	2,358	-	2,358	2,857
Events Expenditure	-	-	-	109
Equipment	506	-	506	182
Gardens	712	-	712	1,948
Gifts and Donations	192	3,933	4,125	4,159
Instructors	300	-	300	-
Insurance	2,301	-	2,301	2,024
Licences	1,146	-	1,146	1,271
Lighting and Heating	6,181	-	6,181	4,756
Motor and Travelling	100	-	100	861
Refreshments	-	-	-	9
Resources	431	-	431	1,242
Salaries, Pension etc.	58,244	-	58,244	77,228
Subscriptions	1,493	-	1,493	944
Sundry	161	-	161	-
Tithes/Mission	4,360	-	4,360	4,200
Training	-	-	-	-
Volunteer Costs	-	-	-	-
Water Rates	3,713	-	3,713	2,942
TOTAL EXPENDED	£ 101,298	4,749	106,048	121,325
3b. Governance Costs	82	-	82	636
TOTALLING	£ 101,380	4,749	106,130	121,961

SOUTHWICK CHRISTIAN COMMUNITY CHURCH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31ST DECEMBER 2022

	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	Total 2021 £
4. TANGIBLE FIXED ASSETS				
Net Book Value as at 01.01.22			8,569	6,958
Capital Items Purchased (Kitchen Oven)			864	4,458
Total Value			9,433	11,426
Depreciation Charge (25 %)			2,358	2,857
NET BOOK VALUE as at 31.12.22			£ 7,075	8,569
5. DEBTORS				
Gift Aid claim 1 qtr	3,405	53	3,458	3,292
6. CASH AT BANK				
General Fund a/c	21,558	-	21,558	6,465
Lite Bites a/c	131	-	131	1,834
Mission Fund a/c	-	1,435	1,435	2,907
Cash in Hand	15	-	15	14
TOTAL	21,704	1,435	23,139	11,220
7. CCLA-COIF DEPOSIT FUND				
Deposit Balance as at 01.01.22	218	-	218	6,217
Transfer from (to) General Fund	-	-	-	(6,000)
Remainder	218	-	218	217
Interest received	2	-	2	1
TOTAL FUNDS as at 31.12.22	220	-	220	218
8. M&G INVESTMENT FUND				
Investment Balance as at 01.01.22	58,515	10,900	69,415	60,683
Transfer to (from) fund category	10,900	(10,900)	-	-
Transfer from (to) General Fund	(10,000)	-	(10,000)	-
Investment remaining at 31.12.22	59,415	-	59,415	60,683
Projected Interest Profit (Loss)	(1,074)	-	(1,074)	8,732
- as at 31.12.22	58,341	-	58,341	69,415
Charibond 321.127 Units	12,383	-	12,383	13,590
Charifund 158.772 Units	45,958	-	45,958	55,825
TOTAL FUNDS as at 31.12.22	58,341	-	58,341	69,415

The transfer between restricted and unrestricted funds is explained in note 11.

SOUTHWICK CHRISTIAN COMMUNITY CHURCH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31ST DECEMBER 2022

	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	Total 2021 £
9. CREDITORS				
Heating and Lighting	666	–	666	441
Independent Examiner	700	–	700	618
	£ 1,366	–	1,366	1,059
10. STAFFING COSTS & NUMBERS				
Gross Wages and Salaries			52,586	68,608
Employer's National Ins. Costs			–	–
Pension Costs			5,659	8,620
			£ 58,244	77,228

11. FUNDS TRANSFER

In prior years an amount was held as restricted funds as a provision for an actuarial deficit on a Defined Benefits pension scheme.

As of June 2022 a declaration was received that said deficit no longer exists, and thus an amount of £10,900 was transferred to unrestricted funds.

12. TRUSTEES RENUMERATION AND BENEFITS

The Total Number of employees engaged in the Trust during 2022 was 7, dropping to 6 (2021 - 7).

Only one trustee was employed by this Charity for 6 months between Jan 1 & Jun 30, namely the Minister, Reverend Lynda Hulcoop.

Minister's stipend for 2022 was a gross figure of £25,000 pa paid for 6 months in excess of the Baptist Union of Great Britain recommendation (= 102% of £24,500 pa as earned pro tem).

An amount of £6,000 (2021 - £11,550) was paid to Rev. Lynda Hulcoop for Lease of Manse accommodation under the terms of section 99(2) of the Income Tax (Earnings & Pensions) Act 2003 (ITEPA 2003).

Only the Minister, during 2022, received any expenses and these totalled £716.97.

The expenses paid comprised of Travelling expenses, mobile phone costs, part payment towards house insurance on the minister's own accommodation and special event expenses.

All travelling expenses are paid in accordance with the Baptist Union and HMRC current guidelines.

No employee received emoluments greater than £60,000 per annum.