

**SOUTHWICK CHRISTIAN COMMUNITY CHURCH**

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

**31<sup>ST</sup> DECEMBER 2024**

**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:** 1<sup>ST</sup> JANUARY 2024

**END OF FINANCIAL YEAR:** 31<sup>ST</sup> DECEMBER 2024

**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 31<sup>st</sup> December 2024

## Reference & Administrative Details

Charity Name: Southwick Christian Community Church.

Charity Registration Number: 1134003

Trustees:

- 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. Rosalind Lind *(Treasurer)*
- Mrs. Anne Andrews *(Outgoing)* *1 Jan - 13 Feb*

No other persons served as Charity Trustees during 2024.

## Structure, Governance and Management

The approved governing document is a Trust Deed (*approved 2<sup>nd</sup> 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 3<sup>rd</sup> 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. However, the position is currently vacant.

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 2024 there were 4, then 5 part-time employees (*a 5<sup>th</sup> appointed during the course of the year*) involved in Administration, Caretaking/cleaning, Coffee Shop Supervision & Youth/Family work.

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. We owe an extra debt of gratitude to these as we have been without a serving Pastor during the year.

## **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 2024 stood at 45.

The main activities conducted by the Church that we believe conferred 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 & the Sunday school activities described above. Our weekly Parent & Toddler group was 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 2 days a week from 10:30 am till 2 pm Tuesdays & Wednesdays 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 (Alpha), 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 at home and abroad, by supporting appropriately selected regional and international charities working in Sussex, and abroad in Ukraine, Guinea and around the world, 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 £54,769.

At the end of the year there was £ 241 in a reserve account, as well as £65,306 in a charity investment fund, in addition to bank balances standing at £67,935. 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 just £775 over the year (when salaries & expenses paid out to staff performing coffee shop duties are taken into account).

Overall the available funds carried forward as at 31<sup>st</sup> December 2024 were £138,476.

Readily available funds remained adequate throughout 2024 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 2024, a reserve amount of £65,547 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 2024 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

Compiler

Attestor

Signature(s)



Full name(s)

James Benka-Coker

Brian Box

Position (eg Secretary, Chair, etc)

Elder & Trustee Chair

Trustee Secretary

Date

27.08.2025

27<sup>th</sup> August 2025

*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 2024, 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

27<sup>th</sup> August 2025

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# SOUTHWICK CHRISTIAN COMMUNITY CHURCH

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2024

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	Total 2023 £
<b>INCOME</b>					
Voluntary Income	2a	53,545	1,225	54,769	<i>58,402</i>
Activities for Generating Funds	2b	41,449	0	41,449	<i>40,954</i>
Other Income	2c	5,287	8,902	14,189	<i>2,613</i>
		<hr/>			
TOTAL INCOME		<b>£ 100,281</b>	<b>10,126</b>	<b>110,407</b>	<b><i>101,968</i></b>
<b>EXPENDITURE</b>					
Charitable Activities	3a	75,639	2,358	77,996	<i>84,777</i>
Governance Costs	3b	1,018	-	1,018	<i>976</i>
		<hr/>			
TOTAL EXPENDITURE		<b>£ 76,657</b>	<b>2,358</b>	<b>79,014</b>	<b><i>85,753</i></b>
<b>Net Incoming/ (Outgoing) Resources</b>					
		<b>£ 23,624</b>	<b>7,768</b>	<b>31,393</b>	<b><i>16,215</i></b>
Total Funds Brought Forward		105,620	1,462	107,082	<i>90,867</i>
Funds Transferred	--	(310)	310	-	-
		<hr/>			
TOTAL FUNDS		<b>128,934</b>	<b>9,542</b>	<b>138,476</b>	<b><i>107,082</i></b>
CARRIED FORWARD		<b>£ 128,934</b>	<b>9,542</b>	<b>138,476</b>	<b><i>107,082</i></b>


# SOUTHWICK CHRISTIAN COMMUNITY CHURCH

## BALANCE SHEET

FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2024

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	Total 2023 £
<b>FIXED ASSETS</b>					
Tangible Assets	4	3,980	-	3,980	5,306
<b>CURRENT ASSETS</b>					
Debtors	5	2,807	-	2,807	2,485
Bank Accounts	6	58,394	9,542	67,935	39,645
CCLA-ColIF Deposit Fund	7	241	-	241	230
M&G Investment Fund	8	65,306	-	65,306	60,895
TOTAL CURRENT ASSETS		126,748	9,542	136,290	103,255
Due within one year	9	1,794	-	1,794	1,479
NET CURRENT ASSETS		124,954	9,542	134,496	101,776
<b>NET ASSETS</b>		<b>£ 128,934</b>	<b>9,542</b>	<b>138,476</b>	<b>107,082</b>
THE FUNDS OF THE CHARITY		128,934	9,542	138,476	107,082
<b>TOTAL FUNDS</b>		<b>£ 128,934</b>	<b>9,542</b>	<b>138,476</b>	<b>107,082</b>

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

Signed  (name) JAMES BENWA-LIKER (Trustee) Dated 27/08/2025

Signed  (name) BERNARD BOX (Trustee) Dated 27/08/2025

Signed  (name) ROSALIND LIND (Trustee) Dated 27/08/2025

# **SOUTHWICK CHRISTIAN COMMUNITY CHURCH**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2024**

### **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 16<sup>th</sup> 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 unforeseen future financial commitment the Charity may incur. A Building fund is also in the process of being reopened in an effort to purchase a manse for a future minister.

#### **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 31<sup>ST</sup> DECEMBER 2024

	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	Total 2023 £
<b>2. INCOMING RESOURCES</b>				
<b>2a. VOLUNTARY INCOME</b>				
Gifts and Offerings received	42,577	1,062	43,639	47,381
Gift Aid received	10,968	163	11,130	11,021
<b>TOTAL VOLUNTARY INCOME</b>	<b>53,545</b>	<b>1,225</b>	<b>54,769</b>	<b>58,402</b>
<b>2b. ACTIVITIES FOR GENERATING FUNDS</b>				
Rents and Lettings	25,103	-	25,103	23,560
Activities Receipts	5,816	-	5,816	5,243
Coffee Shop Receipts	10,531	-	10,531	11,401
Event Receipts	-	-	-	750
<b>TOTAL ACTIVITY RECEIPTS</b>	<b>41,449</b>	<b>0</b>	<b>41,449</b>	<b>40,954</b>
<b>2c. OTHER INCOME</b>				
Grants	-	8,896	8,896	-
Council Tax Refund	366	-	366	-
Heat and Light Refund	-	-	-	-
Equipment Refund	-	-	-	-
Bank Loyalty and Sundry	500	6	506	48
CCLA-COIF Deposit Interest	11	-	11	10
M&G Fund Yield (Deficit)	4,411	-	4,411	2,554
Insurance claim	-	-	-	-
<b>TOTAL OTHER INCOME</b>	<b>5,287</b>	<b>8,902</b>	<b>14,189</b>	<b>2,613</b>
<b>TOTALLING</b>	<b>£ 100,281</b>	<b>10,126</b>	<b>110,407</b>	<b>101,968</b>

# SOUTHWICK CHRISTIAN COMMUNITY CHURCH

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2024

	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	Total 2023 £
<b>3. EXPENDITURE</b>				
3a. Charitable Activities				
Administration Costs	2,403	-	2,403	12,762
Advance of Cash Floats	-	-	-	-
Bank Charges	420	136	556	407
Building Equip. & Maint'n'nce	8,082	-	8,082	2,399
Building Flat Repairs	1,532	-	1,532	3,036
Children and Youth	156	-	156	770
Cleaning and Waste	2,354	-	2,354	1,595
Council Tax	1,048	-	1,048	452
Consumables (Coffee Shop)	4,705	-	4,705	4,731
Depreciation	1,327	-	1,327	1,769
Events Expenditure	-	-	-	830
Equipment	458	222	680	377
Gardens	814	-	814	850
Gifts and Donations	58	2,000	2,058	570
Instructors	770	-	770	500
Insurance	2,376	-	2,376	2,371
Licences	170	-	170	477
Lighting and Heating	8,963	-	8,963	11,109
Motor and Travelling	-	-	-	-
Refreshments	-	-	-	-
Resources	3,606	-	3,606	1,234
Salaries, Pension etc.	32,080	-	32,080	27,861
Subscriptions	2,800	-	2,800	4,217
Sundry	-	-	-	-
Tithes/Mission	-	-	-	2,000
Training	-	-	-	-
Volunteer Costs	57	-	57	471
Water Rates	1,463	-	1,463	3,989
<b>TOTAL EXPENDED</b>	<b>£ 75,639</b>	<b>2,358</b>	<b>77,996</b>	<b>84,777</b>
3b. Governance Costs	1,018	-	1,018	976
<b>TOTALLING</b>	<b>£ 76,657</b>	<b>2,358</b>	<b>79,014</b>	<b>85,753</b>

# SOUTHWICK CHRISTIAN COMMUNITY CHURCH

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2024

	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	<i>Total 2023 £</i>
<b>4. TANGIBLE FIXED ASSETS</b>				
Net Book Value as at 01.01.23			5,306	<i>7,075</i>
Capital Items Purchased			0	<i>0</i>
<b>Total Value</b>			<b>5,306</b>	<b><i>7,075</i></b>
Depreciation Charge (25 %)			1,327	<i>1,769</i>
<b>NET BOOK VALUE as at 31.12.23</b>			<b>3,980</b>	<b><i>5,306</i></b>
<b>5. DEBTORS</b>				
Gift Aid claim 1 qtr	2,807	-	2,807	<i>2,485</i>
<b>6. CASH AT BANK</b>				
General Fund a/c	57,118	8,896	66,014	<i>37,334</i>
Lite Bites a/c	1,261	-	1,261	<i>544</i>
Mission Fund a/c	-	646	646	<i>1,752</i>
Cash in Hand	15	-	15	<i>15</i>
<b>TOTAL</b>	<b>58,394</b>	<b>9,542</b>	<b>67,935</b>	<b><i>39,645</i></b>
<b>7. CCLA-COIF DEPOSIT FUND</b>				
Deposit Balance as at 01.01.23	230	-	230	<i>220</i>
Transfer from (to) General Fund	-	-	-	<i>-</i>
Remainder	230	-	230	<i>220</i>
Interest received	11	-	11	<i>10</i>
<b>TOTAL FUNDS as at 31.12.23</b>	<b>241</b>	<b>-</b>	<b>241</b>	<b><i>230</i></b>
<b>8. M&amp;G INVESTMENT FUND</b>				
Investment Balance as at 01.01.23	60,895	-	60,895	<i>58,341</i>
Transfer to (from) fund category	-	-	-	<i>-</i>
Transfer from (to) General Fund	-	-	-	<i>-</i>
Investment remaining at 31.12.23	60,895	-	60,895	<i>58,341</i>
Projected Interest Profit (Loss)	4,411	-	4,411	<i>2,554</i>
<b>- as at 31.12.23</b>	<b>65,306</b>	<b>-</b>	<b>65,306</b>	<b><i>60,895</i></b>
Charibond 321.127 Units	13,389	-	13,389	<i>13,269</i>
Charifund 158.772 Units	51,917	-	51,917	<i>47,626</i>
<b>TOTAL FUNDS as at 31.12.23</b>	<b>65,306</b>	<b>-</b>	<b>65,306</b>	<b><i>60,895</i></b>

# SOUTHWICK CHRISTIAN COMMUNITY CHURCH

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2024

	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	<i>Total 2023 £</i>
<b>9. CREDITORS</b>				
Heating and Lighting	894	–	894	<i>679</i>
Independent Examiner	900	–	900	<i>800</i>
	<b>£ 1,794</b>	<b>–</b>	<b>1,794</b>	<b><i>1,479</i></b>
<b>10. STAFFING COSTS &amp; NUMBERS</b>				
Gross Wages and Salaries			32,070	<i>27,255</i>
Employer's National Ins. Costs			–	<i>–</i>
Pension Costs			10	<i>606</i>
			<b>£ 32,080</b>	<b><i>27,861</i></b>

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

### 11. FUNDS TRANSFER

Any fund transfers are normally for the purpose of redesignating specific sums as either restricted or unrestricted.

- 12.** The Total Number of employees engaged in the Trust during 2024 was 4, rising to 5 (2023 - 5/4).

### 13. TRUSTEE RENUMERATION

None of the trustees was employed by this Charity or received any remuneration during 2024.

No direct payments were made to any Trustee for services or goods; however, reimbursements were claimed by various Trustees for items procured totalling £1931.91.

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