

QUEENSWAY CHAPEL (MELKSHAM)
(A Charitable Company Limited by Guarantee)

REPORT & ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

QUEENSWAY CHAPEL (MELKSHAM)
FOR THE YEAR ENDED 31 MARCH 2023
COMPANY INFORMATION

Registered Office	Queensway Chapel Pembroke Road Melksham Wiltshire SN12 7NB
Governing Document	Memorandum & Articles of Association dated 3 September 2010
Company Registration Number	7378596
Charity Registration Number	1138752
Directors	Stuart Arnold Timothy Cracknell Robin Oakes Naomi Owen Jack Woodward John Gymer Martin Erwin Paramasen Naidoo
Company Secretary	Paramasen Naidoo
Key Staff	Rob Lloyd Sally Oliver Rachel Erwin
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent Examiner	Lisa Darby FCA Stewardship 1 Lamb's Passage London EC1Y 8AB
Solicitors	Goughs Solicitors The Strand Calne Wiltshire SN11 0JU

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QUEENSWAY CHAPEL (MELKSHAM)

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2023

The Directors, who are the Trustees of the Charity, have pleasure in submitting the Report and Accounts for the year.

Reference and Administrative Details

The Directors

Robin Oakes (Chair)	South Hill Church, Hemel Hempstead
Stuart Arnold (Secretary)	Queensway Chapel
Tim Cracknell	Forest of Dean Community Church, Cinderford
John Gymer	Queensway Chapel
Naomi Owen	Core Church, Melksham
Jack Woodward	St Georges C of E, Semington, Melksham
Martin Erwin	Queensway Chapel
Masen Naidoo	Queensway Chapel

Spiritual leadership

Kathryn Rodda
Martin Erwin
Rachel Erwin
Jan Lloyd
Rob Lloyd
Masen Naidoo

Structure, Governance and Management

Constitution: Queensway Chapel (Melksham) is a charitable company limited by guarantee. The memorandum and articles of association came into force on 3rd September 2010.

Directors: The policy and operating decisions of the charity rest with the directors who meet regularly to monitor the activities of the company.

Recruitment aims to maintain a mixture of those who worship at Queensway Chapel and those from other churches. This mixture brings a measure of accountability and insights gained from experience in other churches. The directors can invite others to become directors to replace or to extend the number especially if knowledge and skills can enhance the ability of the group to manage more effectively.

One meeting annually will have the sole purpose of reviewing our policies and procedures.

Advice from the Charity Commission and other support agencies (especially regarding legal and financial issues) is shared amongst the group.

Spiritual Leadership: The day to day running of activities is delegated to the spiritual leadership (also known as the leadership team). The ethos and overall planning of activities rest with this group.

Risk management: The directors and spiritual leadership are mindful of the importance of risk management: our policy is to identify and manage the possible and probable risks that the church may face in the short and medium term as an integral part of governance to help ensure that:

- Significant risks are known and monitored, enabling the trustees to make informed decisions and to take timely action;
- The church makes the most of opportunities and develops them with a confidence that any risks will be properly managed;
- The church's aims are more successfully achieved;
- Forward and strategic planning is improved.

Treasurer: The treasurer is responsible for the day to day handling of finance and reports to the directors and leadership team.

Salary Team: The salary team (one director and two members of the congregation with business experience) reviews all salaries annually.

Stewardship Team: The stewards, are responsible for the upkeep of the building; preparing for its use; general smooth running.

Activity Teams: Other teams plan and implement a wide range of activities.

Safeguarding Team: We use the *Churches' Child Protection Advisory Service* (CCPAS) for processing DBS applications, training and advice.

Communication within the church: A new welcome pack is given to visitors and new members. The weekly information sheet and is the main means of written communication. The sheet is emailed and hard copies distributed on a Sunday morning. There is a church group on Facebook.

Wider communication: The website continues to be an effective point on contact. People moving to Melksham and visitors to the area have been attracted to the church as a result. It has also proved to be valuable in sharing information within the church and with guest speakers. The church has implemented the iKNOW Church software to securely hold member data as well as a means of secure communication to its members and volunteers.

Activities undertaken to fulfil the objects of the Church

In planning activities, the Directors and Spiritual Leadership have had regard to the guidance on public benefit issued by the Charity Commission.

Object 1: The Christian faith

- ❖ **To advance the Christian faith in accordance with the Statement of Beliefs in such ways and in such parts of the United Kingdom or the world as the Directors from time to time may think fit.**
- Open Lunch runs every Tuesday in the month. This ministry arose out of the Open House initiative that ran for many years before the pandemic when the chapel venue had to close. Some of the guests that supported Open House now attend Open Lunch in Queensway Hall. It runs from 11am until 1pm serving an affordable simple three course lunch. Around 8 willing volunteers prepare and serve the food and refreshments each week. Our vision is to provide a safe space for sharing the Christian faith in word and action, facilitate friendships and provide nutritious food to the community around the Chapel. We serve around 50 guests each week. We do not advertise, but new people are coming through word of mouth recommendations. A short talk on an aspect of the Christian faith is given and the conversations at the tables sometimes include debate on life issues. There is occasionally an opportunity to pray for individuals facing some circumstances of illness or grief and loss. Our future intention is to offer an additional Bible based exploration for those who are interested, probably before or after the lunch.
- The toddler groups have seen a new group of new parents as well as familiar families returning. We have booked 12 family groups in for each session as the uptake will be more at the beginning of term.
- Family Church has now been running for a year (March 2022). We have a core group which come most weeks. The format is the same each week – action songs, game, Bible story, craft and then food. We have a wonderful group of volunteers which have been attending since the start. There are 5 people who have started Alpha from this group which has been a joy. In January, we introduced Family Church Values, where we explained that the Ark was a safe place for Noah and his family and the animals, and we want Family Church to be a safe place for everyone who comes. At Family Church, Ark stands for “Actively Involved”, “Respect” and “Kind”. The values have been well received, so far, by the parents. For the first time in a number of years, we held a prizegiving service in July for the Sunday School members! We gave out 17 Christian books to children who had attended church or Sunday School during the past academic year.
- The church continues to support an evangelist who works with people in England and in his home country of India.

Object 2: Care in the community

- ❖ **To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom or the world as the Directors from time to time may think fit.**
- Playgroup sessions began when regulations were lifted. These were adapted to three, one hour sessions, bookable on Mondays and Wednesdays. Meeting in smaller groups has enabled deeper relationships to develop. Most children are from families with little involvement with the church.
- The Chapel has strong involvement with the Nursery which has a high proportion of socially needy families.
- We have continued our involvement with local churches on projects such as a debt advice, Food Bank, and Messy Church.
- A Wellbeing Group run by and for people with mental health issues has seen its attendance increase with many showing appreciation for the support and time together.
- Shine Friendship Cafe has continued to flourish this year with all 80 spaces being booked each week. Our afternoon session, Shine Activities, has begun to create more spaces and provide a quieter calmer session. We limit booking to 30 spaces and presently fill around 23 so far each week. This session includes art and craft, baking session, drama fun, games, puzzles and sensory table. We include a 15 minute worship session and invite people to lead us in this and encourage our adults to partake in prayer, sharing good news, singing and/or signing and playing instruments.
- The church continues to support the local foodbank with donations and manpower.

Object 3: Education

- ❖ **To advance education in such ways and in such parts of the United Kingdom or the world as the Directors from time to time may think fit.**
- We give financial support through Wycliffe Bible Translators to a member of the church who manages language research projects with previously unwritten languages in Tanzania.
- Queensway Chapel Nursery is a separate charity. Membership is open to people attending any Christian church but, currently, most are members of Queensway Chapel.

Significant Actions

- The plans to improve the roofing in the church hall were carried out satisfactorily.
- The church appointed an administrator to oversee operational and facility management of the church buildings including updating of church policies.

Staff

- The church has 4 employees on its payroll.
- The church employs a young adult for 3 hours per week to do cleaning in the hall and chapel.

Spiritual Leadership

- Occasional leaders away days have been held to support development of vision

Outreach Programs

- The church continues to run regular Alpha courses. Attendees include members of the public attending Family Church.
- The youth group are a largely older group. We have seen a new contingent of younger ones joining us in 2022. We let the children who are in Year 6 and who are already 11 years old join us after Easter before they start secondary school in September. We now have up to 13 children who come each week. We are encouraging the older youth (16 and older) to attend the Counties program “One-2-Lead” which consists of 6 weekends over 2 years.

Financial Review

Incoming resources

The main source of income is from voluntary giving. During the year income decreased by £5,935, to £96,168. Net current assets decreased by £7,488 to £70,824.

Income from facilities managed by the church as well as community activities continues to increase year on year as the church encourages local groups to use the facilities.

Expenditure

Expenditure increased by £11,455 to £108,897. With the trustees approval, the modest refurbishment of Queensway Hall was carried out which improved the cosmetic appearance of the hall for increased community activities including the repair of the Hall roof.

Employment and training costs:

- The Family Centre has increased to 3 members of staff during term times.
- The church has employed a young adult for three hours per week cleaning in hall and chapel.
- An increase in volunteer time has been important during the year.

The contribution of volunteers to implementation of the objectives.

Most activities are delivered by volunteers with the majority of the church involved in some way although the time given by different individuals varies considerably.

Reserves and Budget Financial Year ending 31 March 2023

Our reserves policy has been reviewed to ensure sufficient reserves for salaries and utilities:

- To ensure that the church has sufficient funds to meet its financial commitments for at least three months;
- To demonstrate that the church is sustainable into the future;
- To ensure that the church is able to manage future unforeseen financial difficulties;
- To ensure that excessive funds are not held without any identifiable reason or for any identifiable purpose.
- Three months' worth of designated expenditure (excluding depreciation) represents £15,129 and actual unrestricted cash balances at the year-end were £71,812.

Responsibilities of trustees under company law

The trustees are responsible for preparing the trustees' annual 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 financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing these financial statements, the trustees are required to:

1. select suitable accounting policies and apply them consistently;
2. observe the methods and principles in the Charities SORP;
3. make judgements and estimates that are reasonable and prudent;
4. state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
5. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

Approval

This report, which has been prepared in accordance with the provisions of the Companies Act 2006 relating to small companies, was approved by the trustees and signed on their behalf by:

P Naidoo

P Naidoo

Date: 22 October 2023

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
QUEENSWAY CHAPEL (MELKSHAM)
('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023 on pages 8 to 19 following, which have been prepared on the basis of the accounting policies set out on pages 10 to 11.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Lisa Darby

Lisa Darby FCA

Dated: 23 October 2023

For and on behalf of:
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

QUEENSWAY CHAPEL (MELKSHAM)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	73,847	-	73,847	80,366
Charitable activities	4	16,299	-	16,299	6,750
Investments	5	362	-	362	8
Other income	6	5,660	-	5,660	14,980
Total income and endowments		96,168	-	96,168	102,103
EXPENDITURE ON:					
Charitable activities:	7	93,501	-	93,501	81,533
Grants Payable	8	15,456	-	15,456	15,909
Total expenditure		108,957	-	108,957	97,442
Net gains/(losses) on investments		-	-	-	-
Net income/(expenditure)		(12,788)		(12,788)	4,661
Transfers between funds	16	-	-	-	-
		(12,788)	-	(12,788)	4,661
Net movement in funds		(12,788)	-	(12,788)	4,661
Reconciliation of funds:					
Total funds brought forward		493,262	-	493,262	488,601
Total funds carried forward	16	480,474	-	480,474	493,262

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

All income and expenditure derive from continuing operations.

The statement of financial activities also complies with the requirements for an income and expenditure account required by the Companies Act 2006.

The notes on page 10 - 18 form part of these accounts.

QUEENSWAY CHAPEL (MELKSHAM)
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
FIXED ASSETS					
Tangible assets	11	409,651	-	409,651	414,950
		<u>409,651</u>	<u>-</u>	<u>409,651</u>	<u>414,950</u>
CURRENT ASSETS					
Debtors	12	748	-	748	4,671
Cash at bank and in hand	13	71,812	-	71,812	75,102
		72,560	-	72,560	79,773
CREDITORS: Amounts falling due within one year	14	1,737	-	1,737	1,461
Net current assets / (liabilities)		<u>70,823</u>	<u>-</u>	<u>70,823</u>	<u>78,312</u>
Total assets less current liabilities		<u>480,474</u>	<u>-</u>	<u>480,474</u>	<u>493,262</u>
TOTAL NET ASSETS		<u>480,474</u>	<u>-</u>	<u>480,474</u>	<u>493,262</u>
FUND BALANCES					
Unrestricted Funds	16				
General funds		57,377	-	57,377	65,431
Designated funds		423,097	-	423,097	427,831
		<u>480,474</u>	<u>-</u>	<u>480,474</u>	<u>493,262</u>
Restricted Funds		-	-	-	-
		<u>480,474</u>	<u>-</u>	<u>480,474</u>	<u>493,262</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2023 in accordance with Section 476 of the Companies Act 2006 however, in accordance with Section 145 of the Charities Act 2011, the accounts have been examined by an independent examiner and their report has been included in these financial statements.

The directors (who are the charitable company's trustees for the purposes of charity law) acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its net income or expenditure for each 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 financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 22 October 2023 and were signed on its behalf by:

Paramasen Naidoo

Paramasen Naidoo

Company number: 7378596

Charity number: 1138752

The notes on page 10 - 18 form part of these accounts.

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

1 Statutory Information

The charity is a charitable company limited by guarantee and is incorporated in the United Kingdom. The company's registered number and registered office address can be found on the Company Information page.

2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention [as modified by the revaluation of certain assets, which are measured at fair value through the Statement of Financial Activities]. In making this assessment the trustees have considered the impact of Covid-19 and have concluded that its impact on net income will not be material/the reserves are adequate to cover any temporary impact on income.

These 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) ("the Charities SORP"), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102"), with the Companies Act 2006 and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The principles adopted in the preparation of the financial statements are set out below.

a) Going concern

The trustees (who are the charitable company's directors for the purposes of company law) have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

b) Income

Income including investment income is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part, income is generally recognised when it is received. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations and legacies includes:

- i) Recoverable gift aid. This is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.
- ii) The charity relies on volunteers to carry out many of its activities, particularly Open House and Sundays. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.
- iii) Legacies. Income from legacies is recognised when a distribution is received from the estate or, if earlier, when the charity has been notified that a distribution will be made and the amount receivable can be measured reliably.

Income from charitable activities represents income receivable from goods, services and facilities supplied in furtherance of the charity's charitable objects. It includes income from church events and courses.

Investment income represents income generated by the charity's assets and includes income from bank interest.

Other income comprises of income from facilities hire, insurance reclaim payments, gains arising from the disposals of tangible fixed assets and other miscellaneous income.

The charity has taken the view that it has only one charitable activity, namely the advancement of the Christian faith, and all income from donations, legacies and charitable activities is in respect of this one activity.

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

c) Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

d) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects. Endowment funds are donations that are retained as capital in accordance with the donor's wishes. The nature of the restriction determines whether the endowments represent permanent endowments or expendable endowments.

e) Tangible fixed assets

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £500 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Freehold land	Is not depreciated (because it is not consumed by use)
Freehold Church buildings	Over 50 years after taking account of the building's residual value
Freehold Hall buildings	Over 25 years after taking account of the building's residual value
Equipment	Over 3 to 10 years

The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

f) Pension scheme arrangements

The charity operates defined contribution pension schemes for its employees. Obligations for contributions to these schemes are recognised as an expense when the liability arises. The assets of these schemes are held separately from those of the charity in independently administered funds.

g) Taxation

The company is a registered charity; it has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

h) Exemption from preparing a cashflow statement

The charity has taken advantage of an exemption conferred by the Charities SORP and has not prepared a cash flow statement.

i) Critical accounting estimates and areas of judgement

In preparing financial statements certain judgements, estimates and assumptions have to be made that affect the amounts recognised in the financial statements. The trustees consider the following to be significant:

The annual depreciation charge for property, plant and equipment is sensitive to changes in the estimates for useful economic life and residual value. These estimates are reassessed annually and, when necessary, adjusted to reflect current circumstances.

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

3 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Donations	62,396	-	62,396	64,342
Special offerings (including Gift Aid)	-	-	-	2,742
Income tax recoverable	11,451	-	11,451	13,282
	<u>73,847</u>	<u>-</u>	<u>73,847</u>	<u>80,366</u>

4 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Family Centre	1,283	-	1,283	1,174
Shine	7,832	-	7,832	2,355
Open Lunch	4,295	-	4,295	1,567
Social & Outreach	2,890	-	2,890	1,654
	<u>16,299</u>	<u>-</u>	<u>16,299</u>	<u>6,750</u>

5 Investment income

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Bank interest	362	-	362	8
	<u>362</u>	<u>-</u>	<u>362</u>	<u>8</u>

6 Other income

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Use of Facilities	4,557	-	4,557	3,288
Other	1,104	-	1,104	11,693
	<u>5,660</u>	<u>-</u>	<u>5,660</u>	<u>14,980</u>

7 Charitable expenditure

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
a Costs incurred directly on specific activities				
Family Centre	845		845	757
Youth Work	312		312	56
Shine	5,352		5,352	1,548
Open Lunch	3,658		3,658	1,169
Pastoral Care	744		744	-
Social & Outreach	4,247		4,247	2,132
Church Services	1,310		1,310	608
	<u>16,469</u>	<u>-</u>	<u>16,469</u>	<u>6,270</u>

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

b Costs incurred on support & administration

Governance costs

Cost of independent examination	1,620	-	1,620	1,560
Professional Fees -Thirty one eight DBS	145	-	145	204
	<u>1,765</u>	<u>-</u>	<u>1,765</u>	<u>1,764</u>

Employment Cost (Note 9)	38,207	-	38,207	36,989
Training & Conferences	300	-	300	-
Light, heat,water and waste	6,394	-	6,394	6,688
License,Membership etc	2,584	-	2,584	2,529
Repairs,improvements and cleaning	10,380	-	10,380	11,855
Bank charges	89	-	89	97
Depreciation of tangible fixed assets	8,600	-	8,600	8,773
Insurance	3,009	-	3,009	2,422
Telephone & Office Costs	2,682	-	2,682	2,198
Books etc	1,097	-	1,097	335
Catering	785	-	785	421
Other Costs	<u>1,141</u>	<u>-</u>	<u>1,141</u>	<u>1,192</u>
	<u>77,032</u>	<u>-</u>	<u>77,032</u>	<u>75,263</u>

Total expenditure on charitable activities	<u>93,501</u>	<u>-</u>	<u>93,501</u>	<u>81,533</u>
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8 Grants payable

	Institutions	Individuals	2023
	£	£	£
Grants for UK and overseas mission	<u>14,352</u>	<u>1,104</u>	<u>15,456</u>
	<u>14,352</u>	<u>1,104</u>	<u>15,456</u>

The comparatives for the previous year are as follows:

	Institutions	Individuals	2022
	£	£	£
Grants for UK and overseas mission	<u>13,785</u>	<u>2,124</u>	<u>15,909</u>
	<u>13,785</u>	<u>2,124</u>	<u>15,909</u>

The charity's principal grants to institutions comprised:

	2023	2022
	£	£
Wycliffe	7,074	7,074
Stewardship (for support of missionary working with Youth With A Mission)	2,417	2,598
Samara Aid	1,284	-
Ukraine Baptist Seminary	-	3,075
Grants to institutions for less than £1,000 each	<u>3,577</u>	<u>1,039</u>
	<u>14,352</u>	<u>13,785</u>

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

9 Analysis of staff costs, the cost of key management personnel and trustee remuneration and expenses

	2023	2022
	£	£
Gross wages and salaries	37,792	36,389
Employer Pension Costs	416	600
	<u>38,207</u>	<u>36,989</u>

The average monthly number of employees during the year was 3.5 (2022: 2). Most of the charity's activities are carried out by volunteers.

No staff received salaries at a rate of more than £60,000 per annum.

The charity's key management comprise the trustees and the key staff named on the Company Information page. Total employment benefits payable to key management for the year were as follows:

	Wages & salaries	Other employment benefits	Employer pension contributions	2023 £
Key management connected to trustees:				
Rachel Erwin (wife of a trustee)	23,658		384	24,041
Other members of key management	10,598		32	<u>10,630</u>
				<u>34,671</u>

The following amounts were charged in the previous year:

	Wages & salaries	Other employment benefits	Employer pension contributions	2022 £
Key management connected to trustees:				
Rachel Erwin (wife of a trustee)	18,145		357	18,502
Other members of key management	16,240		242	<u>16,482</u>
				<u>34,984</u>

Rachel Erwin served as church leader and received the above payments for serving in that capacity; these payments are permitted by the charity's governing document.

10 Acting as agent

On occasion the charity receives money on behalf of other charities or individuals, which it banks and then pays out to these charities or individuals. This income is received as agent for these other charities and individuals and the income, and the related payments, are excluded from the Statement of Financial Activities; any money that has not been distributed by the year end is recognised as a creditor. There were no agency transactions during the year ending 31 March 2023.

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

11 Tangible fixed assets

	Equipment £	Freehold Land £	Freehold Buildings Church £	Freehold Queensway Hall £	Total 2023 £
Cost or valuation					
At 1 April 2022	34,323	280,000	150,000	75,000	539,323
Additions	3,301	-	-	-	3,301
At 31 March 2023	<u>37,624</u>	<u>280,000</u>	<u>150,000</u>	<u>75,000</u>	<u>542,624</u>
Accumulated depreciation					
At 1 April 2022	28,373	-	48,000	48,000	124,373
Charge for the year	2,600	-	3,000	3,000	8,600
At 31 March 2023	<u>30,973</u>	<u>-</u>	<u>51,000</u>	<u>51,000</u>	<u>132,973</u>
Net book value					
At 31 March 2023	<u>6,651</u>	<u>280,000</u>	<u>99,000</u>	<u>24,000</u>	<u>409,651</u>
At 31 March 2022	<u>5,950</u>	<u>280,000</u>	<u>102,000</u>	<u>27,000</u>	<u>414,950</u>

Freehold land and buildings have been brought in to the accounts at directors' valuation in 2011, based on original building or purchase costs. Depreciation is charged to the Property Fund.

12 Debtors

	2023 £	2022 £
Falling due within one year:		
Trade debtors	108	150
Tax recoverable	640	4,521
	<u>748</u>	<u>4,671</u>

13 Cash at Bank and in Hand

	2023 £	2022 £
Cash at bank with immediate access	71,509	74,886
Petty cash	303	216
	<u>71,812</u>	<u>75,102</u>

14 Creditors: liabilities falling due within one year

	2023 £	2022 £
Accruals	1,737	1,461
	<u>1,737</u>	<u>1,461</u>

15 Pension commitments

During the year employer's pension contributions totalling £416 (2022: £599) were payable to defined contribution personal pension schemes. No pension contributions were owing at the balance sheet date (2022: £nil).

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

16 Funds

During the year the movements in the charity's funds were as follows:

	Opening balance 2022 £	Incoming resources 2023 £	Outgoing resources 2023 £	Transfers in the year 2023 £	Closing balance 2023 £
<i>Designated Funds</i>					
Family Centre	1,232	1,283	(845)	(500)	1,170
Shine	1,287	7,832	(5,980)	(830)	2,309
Open Lunch (name change)	2,312	4,295	(3,658)	(330)	2,618
Salaries & Utilities	14,000	-	-	-	14,000
Property Fund	409,000		(6,000)	-	403,000
	<u>427,831</u>	<u>13,409</u>	<u>(16,483)</u>	<u>(1,660)</u>	<u>423,097</u>
<i>General Unrestricted Funds</i>	65,431	82,759	(92,473)	1,660	57,377
	<u>493,262</u>	<u>96,168</u>	<u>(108,957)</u>	<u>-</u>	<u>480,474</u>
Total Unrestricted Funds					
	<u>493,262</u>	<u>96,168</u>	<u>(108,957)</u>	<u>-</u>	<u>480,474</u>
Aggregate of funds	<u>493,262</u>	<u>96,168</u>	<u>(108,957)</u>	<u>-</u>	<u>480,474</u>

The transfers referred to above were made for the following reasons:

- a) Open Lunch Fund contribution of £330 towards General Fund expenditure
- b) Family Centre Fund contribution of £500 towards the cost of roof repair paid for by the General Fund
- c) Shine Fund contribution of £830 towards General Fund expenditure including roof repair.

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>			
	General funds	Designated funds	Restricted funds	2023
	£	£	£	£
Fixed assets	6,651	403,000	-	409,651
Debtors	748	-	-	748
Cash at bank and in hand	51,715	20,097	-	71,812
Current liabilities	(1,736)	-	-	(1,736)
	<u>57,378</u>	<u>423,097</u>	<u>-</u>	<u>480,474</u>

In the previous year the movements in the charity's funds were as follows:

	Opening balance 2021 £	Incoming resources 2022 £	Outgoing resources 2022 £	Transfers in the year 2022 £	Closing balance 2022 £
<i>Designated Funds</i>					
Family Centre	2,815	1,174	(757)	(2,000)	1,232
Youth Work	2,068	-	(56)	(2,012)	-
Shine	481	2,355	(1,548)	-	1,288
Open House	1,915	1,567	(1,169)	-	2,313
Social & Outreach	188	-	(65)	(123)	-
Ladies Breakfast	200	-	-	(200)	-
Salaries & Utilities	14,000	-	-	-	14,000
Property Fund	<u>415,000</u>	<u>-</u>	<u>(6,000)</u>	<u>-</u>	<u>409,000</u>
	<u>436,666</u>	<u>5,096</u>	<u>(9,596)</u>	<u>(4,335)</u>	<u>427,833</u>
<i>General Unrestricted Funds</i>	<u>51,932</u>	<u>97,007</u>	<u>(87,843)</u>	<u>4,335</u>	<u>65,431</u>
Total Unrestricted Funds	<u>488,598</u>	<u>102,103</u>	<u>(97,439)</u>	<u>-</u>	<u>493,262</u>
<i>Restricted Funds</i>					
Mission fund	<u>3</u>	<u>-</u>	<u>(3)</u>	<u>-</u>	<u>-</u>
Aggregate of funds	<u>488,601</u>	<u>102,103</u>	<u>(97,442)</u>	<u>-</u>	<u>493,262</u>

The transfers referred to above were made for the following reasons:

- a) Monies transferred from the designated funds to the general fund to reimburse expenditure incurred on their behalf or to simplify the funds held. Youth Work, Social & Outreach and Ladies Breakfast expenditure will be funded from general funds in the future.

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>		Restricted funds	2022
	General funds	Designated funds		
	£	£	£	£
Fixed assets	5,951	409,000	-	414,950
Debtors	4,671	-	-	4,671
Cash at bank and in hand	56,271	18,831	-	75,102
Current liabilities	(1,461)	-	-	(1,461)
	<u>65,431</u>	<u>427,831</u>	<u>-</u>	<u>493,262</u>

17 Transactions with related parties

During the year the charity:

- a) received donations totalling £23,890 (2022: £23,390) from related parties (which includes trustees, anyone closely connected to them and key management).

Except as disclosed in note 9 'Analysis of staff costs', there have been no other transactions with related parties during the year.

18 Members

Each member of the company commits to contribute if the charity is wound up an amount of £10.

19 Post Balance Sheet events

None

QUEENSWAY CHAPEL (MELKSHAM)
DETAILED STATEMENT OF FINANCIAL ACTIVITIES WITH COMPARATIVES
FOR THE YEAR ENDED 31 MARCH 2023

Note	Unrestricted Funds - General		Unrestricted Funds - Designated		Restricted Funds		Total Funds	Total Funds
	2023	2022	2023	2022	2023	2022	2023	2022
	£	£	£	£	£	£	£	£
INCOME AND ENDOWMENTS FROM:								
Donations and legacies	3	73,847	80,366	-	-	-	73,847	80,366
Charitable activities	4	2,890	1,654	13,409	5,096	-	16,299	6,750
Investments	5	362	8	-	-	-	362	8
Other income	6	5,660	14,980	-	-	-	5,660	14,980
Total income and endowments		82,759	97,007	13,409	5,096	-	96,168	102,103
EXPENDITURE ON:								
Charitable activities:	7	77,647	71,934	15,854	9,596	-	93,501	81,530
Grants Payable	8	14,827	15,909	629	-	-	15,456	15,912
Total Expenditure		92,474	87,843	16,483	9,596	-	108,957	97,442
Net gains/(losses) on investments							-	-
Net income/(expenditure)		(9,714)	9,164	(3,074)	(4,500)	-	(12,788)	4,661
Transfers between funds	16	1,660	4,335	(1,660)	(4,335)	-	-	-
Net movement in funds		(8,054)	13,499	(4,734)	(8,835)	-	(12,788)	4,661
Reconciliation of funds:								
Total funds brought forward		65,431	51,933	427,831	436,666	-	493,262	488,601
Total funds carried forward	16	57,377	65,431	423,097	427,831	-	480,474	493,262