

# **Poulner Baptist Chapel**

## **A Charitable Company Limited by Guarantee**

### **Annual Report and Financial Statements for the Year Ending 31 December 2021**

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**Poulner Baptist Chapel**  
**A Charitable Company**  
**Limited by Guarantee**

COMPANY and CHARITY INFORMATION  
FOR THE YEAR ENDED 31 December 2021

**DIRECTORS/TRUSTEES:**

Adam Skirton  
Dennis Meech (term of office ended August 2021)  
Andrew Clarke  
Susan Baker (appointed February 2022)

Andrew Ostler (term of office ended February 2022)  
Brian Wareham  
Liz Kynaston  
Ian Turner

**SECRETARY:** Andrew Clarke

**REGISTERED OFFICE:** Linford Road, Hangersley  
Ringwood, Hampshire BH24 3HZ

**COMPANY REGISTERED NUMBER** 07448613

**REGISTERED CHARITY NUMBER** 1139509

**ACCOUNTANTS:** Kimball Smith Limited  
Brewery House  
High Street, Twyford  
Winchester, Hampshire SO21 1RG

**Poulner Baptist Chapel**  
**A Charitable Company**  
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REPORT OF THE DIRECTORS / TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021

The directors/trustees present their report with the financial statements of the company for the year ended 31 December 2021.

**Principal Activities**

Due to the Coronavirus pandemic, activities within the building were curtailed for most of 2021 – only returning to partial normality in August. However, we continued to operate as church - either online via YouTube, Zoom and other platforms or, on a few occasions, out of doors. Within those limits, the principal activities of the charitable company during the 2021 were:

- Organising services for the purpose of Christian worship and learning as appropriate - in the building, online or out of doors.
- Arranging children's and young people's activities within a safe environment. This included delivering "to do craft" packs for children, providing online activities and some events, during the summer, between lockdowns and after September, in the building.
- Offering support to individuals with whom the church has contact from time to time, giving mentoring, comfort, help and encouragement as the needs arise.
- Supporting overseas works of a similar nature in various parts of the world.
- Working with other local churches for combined activities where this is beneficial to church members and/or the community at large.

**Achievement and Performance**

While services in the building were limited for the first eight months of the year, we returned to normal services within a safe environment from August. Early in the year we provided services on-line on Sunday mornings as a pre-recorded event on YouTube or our website and Sunday evening services were provided – again pre-recorded – mainly as audio only on a Wednesday evening. Most Home Groups continued to meet online, with some meeting out of doors during the summer.

Our major project for the year was to update our audio-visual equipment so that we could live-stream services. This was achieved with the extraordinary work of a few gifted volunteers and we went live in September. The cost was just over £31,000 and within budget. Specific gifts of just over £20,000 were received. See also note 12 on page 14.

We held a formal Members' Meetings in November and, prior to that because of lockdown restrictions, Members were kept informed by regular updates and reports. Trustees met six times in the year and the other leadership groups as and when necessary.

There are six employees - the Senior Pastor, the Administrator, the Caretaker / Facilities Manager (part-time) and a Youth and Children's Worker. Additionally a part-time (1 day per week) social media support worker who assists with the filming, editing and uploading of our online services. There were two voluntary Assistant Pastors (one of whom retired in February 2021) and one voluntary Pastoral Assistant. There is currently a vacancy for an Assistant/Associate Pastor.

Activities for children and young people were curtailed during the year – but began after the summer break. While starting with fewer participants than before lockdowns, numbers are encouraging. PowerUp and PowerUp minis during the week and the various groups on Sundays are proving fruitful as we share the good news of Jesus with the children. The parent/carer and toddler group (formerly Poppets and now Pop up 'n Play) has begun and is proving popular.

'Food for Thought' - which is a lunch followed by a short service did not begin meeting again until September. Numbers are down compared with those before lockdown but those that do come along are enjoying a series of talks entitled "Eating with Jesus" as well as a two-course lunch and a quiz or something similar.

The Mission Group continues to deal with our mission focus – both at home and overseas – with particular emphasis on those individuals and Mission organisations that, as a church, we provide significant support (see also Appendix B). During 2021 we were able to "meet" with our overseas mission partners via Zoom - and they have been able to benefit from our online services. We also supported the annual Shoebox appeal at Christmas.

The Trustees have updated a few of its policies during the year, including those relating to safeguarding and pastoral care. We complied with all the relevant regulations relating to COVID-19 and provided a COVID secure environment for all events in the building.

We worked together with other local churches on various events and at Christmas in distributing HOPE magazine to 90% of every home in Ringwood and in providing Christmas food hampers for needy families.

The Leadership Team (which includes the Trustees) wish to express their thanks to the staff, the team of volunteers (about 90) that make what happens happen, the Members for their support, those that attend the various events, those who give sacrificially to provide the financial resources needed – but most of all to God Himself, without Whom nothing worthwhile would have happened.

## Financial Position

The Directors / Trustees have reviewed the financial position on the three revenue funds (further details are in the Financial Statements and the Appendices of this report) and note the following:

General Fund: As can be seen from Appendix A the performance on the General Fund in 2021 resulted in a surplus of £2,817. This is after meeting £10,256 of the costs of the live-streaming project and accelerating depreciation on some assets (see Appendix A Note 17[i]). Despite having very few services in the building, offering have remained consistent with those in 2020.

Mission Fund: This Fund deals with the church's support for overseas and home mission. Taking one year with another it spends according to its income and the surplus at the end of 2021 will be used to support relevant mission activity in future years. There was no planned mission trip in 2021 and, because of COVID-19 restrictions and the volatile position in eastern Europe, there is not one planned for 2022. Further details are in Appendix B.

Property Fund: This fund was established in 2015 to cover the costs of any major property and equipment related issues. Spending from this fund needs the specific approval of Directors / Trustees (see also Appendix C). Major costs will be incurred in 2022 to reroof the small hall which has suffered from rotting and twisted roof timbers.

## DIRECTORS

The directors, who are also trustees, shown below have held office during the period 1 January 2021 to the date of this report.

Adam Skirton  
Dennis Meech (term of office ended August 2021)  
Andrew Clarke  
Susan Baker (appointed February 2022)

Andrew Ostler (term of office ended February 2022)  
Brian Wareham  
Liz Kynaston  
Ian Turner

## LIMITED BY GUARANTEE

The company is limited by guarantee and the members have a liability of a maximum of £10 per member if the charity should be wound up whilst he or she is a member, for the payment of charity's debts and liabilities.

This report has been prepared in accordance with the special provisions of the Companies Acts relating to small companies.

## RISK MANAGEMENT STATEMENT

The Directors / Trustees acknowledge their responsibility to identify, assess and manage risks. There is a risk management policy which sets out the process for identifying risks. All major risks are assessed on an event basis for one-off events and reviewed at least annually for the routine activities.

A fire safety evacuation drill was carried out in 2018 and it was planned to repeat it in 2020. However, this was overtaken by the COVID-19 restrictions. The procedure is being reviewed and a drill will be rescheduled once this is completed.

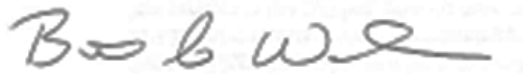
## PUBLIC BENEFIT STATEMENT

The charity's objects for the public benefit are to advance the Christian Faith in accordance with the statement of faith in Ringwood, Hampshire and in such other parts of the world as the Trustees may from time to time think fit and to fulfil such other purposes as are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the Charity.

The Church rules include: "The Church shall be committed to worldwide missionary enterprise and a percentage (normally 20%) of its general income shall be allocated to the support of mission activity in the UK and overseas". The accepted split between the Mission Group's responsibility and "local evangelism" is 17% and 3% respectively - based on actual unrestricted income (including Gift Aid) in the previous year. So - based on relevant income in 2020 - the amount designated for the Mission Group in 2021 was £33,840 (see Appendix B) and for "local evangelism" £5,970. While COVID restrictions limited the amount that could be undertaken, events such as the Alpha and Wellbeing courses, Life Discovery and Light Parties were able to take place. Taking the cost of these items from the various expenditure heads (catering, books etc, service expenses, local evangelism etc) the total comes to £5,260 – a "shortfall" of £710, which is acceptable in the circumstances.

Specific grants to relieve individual hardship are considered by the pastors and elders as and when the need arises.

ON BEHALF OF THE DIRECTORS / TRUSTEES:



Director / Trustee  
Date: 6 July 2022

**Poulner Baptist Chapel**  
**A Charitable Company**  
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Statement of Financial Activity - Year to 31 December 2021								A detailed breakdown of the figures for 2020 is shown on the next page.
		Revenue Funds						
	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Capital Fund	Total All Funds	Total Funds 2020
		£	£	£	£	£	£	£
Incoming Resources								
Incoming resources from generated funds								
Voluntary income	1	164,100	33,840	104,553	302,493		302,493	263,334
Activities for generating funds	2	1,906			1,906		1,906	166
Investment income		5			5		5	67
Incoming resources from charitable activities	3	5,410			5,410		5,410	2,493
Total incoming resources:		171,421	33,840	104,553	309,814	0	309,814	266,060
Resources Used								
Costs of generating funds								
Costs of generating voluntary income	4	2,040			2,040		2,040	158
Charitable activities	5	163,543	34,424	94,118	292,085	65,000	357,085	574,317
Governance costs	6	3,022			3,022		3,022	2,533
Total resources used:		168,605	34,424	94,118	297,147	65,000	362,147	577,008
Net incoming/outgoing resources:		2,816	(584)	10,435	12,667	(65,000)	(52,333)	(310,948)
There were no other recognised gains or losses								
Net movement in funds:		2,816	(584)	10,435	12,667	(65,000)	(52,333)	(310,948)
Total Funds Brought Forward:		50,898	11,947	12,900	75,745	975,000	1,050,745	1,361,693
Total Funds Carried Forward:	7	53,714	11,363	23,335	88,412	910,000	998,412	1,050,745
Represented by:								
Revenue Funds								
General Fund	Appendix A	53,714		11,607	65,321		65,321	60,743
Mission Fund	Appendix B		6,814	1,215	8,029		8,029	7,398
Property Fund	Appendix C		4,549	10,513	15,062		15,062	7,604
Total Revenue Funds:		53,714	11,363	23,335	88,412		88,412	75,745
Capital Fund	8					910,000	910,000	975,000
Total All Funds		53,714	11,363	23,335	88,412	910,000	998,412	1,050,745

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***Previous Year's Comparative Figures***

Statement of Financial Activity - Year to 31 December 2020								
	Revenue Funds							
	Unrestricted Funds	Designated Funds	Restricted Funds		Total Funds	Capital Fund	Total All Funds	Total Funds 2019
	£	£	£		£	£	£	£
Incoming Resources								
Incoming resources from generated funds								
Voluntary income	164,873	34,080	64,381		263,334		263,334	234,614
Activities for generating funds	166				166		166	669
Investment income	67				67		67	135
Incoming resources from charitable activities	2,493				2,493		2,493	45,492
Total incoming resources:	167,599	34,080	64,381		266,060	0	266,060	280,910
Resources Used								
Costs of generating funds								
Costs of generating voluntary income	158				158		158	164
Charitable activities	154,982	34,652	63,406		253,040	321,277	574,317	277,131
Governance costs	2,533				2,533		2,533	2,919
Total resources used:	157,673	34,652	63,406		255,731	321,277	577,008	280,214
Net incoming/outgoing resources:	9,926	(572)	975		10,329	(321,277)	(310,948)	696
There were no other recognised gains or losses								
Net movement in funds:	9,926	(572)	975		10,329	(321,277)	(310,948)	696
Total Funds Brought Forward:	40,971	12,519	11,926		65,416	1,296,277	1,361,693	1,360,997
Total Funds Carried Forward:	50,897	11,947	12,901		75,745	975,000	1,050,745	1,361,693
Represented by:								
Revenue Funds								
General Fund	50,897		9,846		60,743		60,743	50,248
Mission Fund		7,398	0		7,398		7,398	7,512
Property Fund		4,549	3,055		7,604		7,604	7,656
Total Revenue Funds:	50,897	11,947	12,901		75,745		75,745	65,416
Capital Fund						975,000	975,000	1,296,277
Total All Funds	50,897	11,947	12,901		75,745	975,000	1,050,745	1,361,693



**Poulner Baptist Chapel**  
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<b>Balance Sheet as at 31 December 2021</b>					
	Notes	£	£	£	As at 31 December 2020
					£
<b>Fixed Assets</b>	12			910,020	978,880
<b>Current Assets:</b>					
Debtors	13	6,866			3,394
Cash at Bank and in Hand	14	87,306			72,953
			94,172		76,347
<b>Liabilities:</b>					
Creditors falling due within one year	15		5,780		4,482
				88,392	71,865
<b>Total Assets less Current Liabilities:</b>				998,412	1,050,745
<b>Liabilities:</b>					
Creditors falling due after more than one year				0	0
<b>Total Net Assets less Liabilities:</b>				<b>998,412</b>	<b>1,050,745</b>
<b>Represented by:</b>					
<b>Revenue Funds:</b>					
General Fund	Appendix A		65,321		60,743
Mission Fund	Appendix B		8,029		7,398
Property Fund	Appendix C		15,062		7,604
				88,412	75,745
Capital Fund	12			910,000	975,000
<b>Total Funds:</b>				<b>998,412</b>	<b>1,050,745</b>

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

**Poulner Baptist Chapel  
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STATEMENT BY DIRECTORS / TRUSTEES

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021. The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The directors who are also trustees acknowledge their responsibilities for:

- (a) ensuring the company keeps accounting records which comply with the Companies Acts and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of the Companies Acts relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with other relevant regulations.

The financial statements were approved by the Directors / Trustees on 6 June 2022 and were signed on their behalf by a Trustee and the Treasurer.

We confirm that as directors and trustees we have met our duty in accordance with the Companies Acts to:

- ensure that the company has kept proper accounting records;
- prepare financial statements which give a true and fair view of the state of the company as at 31 December 2021 and of its activities for that period in accordance with Section 1A of Financial Reporting Standard 102 (effective January 2016); and
- follow the applicable accounting policies, subject to any material departures disclosed and explained in the notes to the financial statements.

Director (Treasurer)



6 July 2022

**Poulner Baptist Chapel**  
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**ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with Section 1A of Financial Reporting Standard 102 (effective January 2016).

**Tangible fixed assets**

Depreciation is provided at appropriate annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter. See also note 12 below.

**Pension costs and other post-retirement benefits**

The Company complies with the requirements of the Workplace Pension Regulations but does not operate a pension scheme of its own – contributions from employees and the Company are paid into approved pension funds.

**Going Concern**

The accounts have been prepared on a going concern basis on the assumptions that the charity will continue to receive financial support from various sources as and when required.

**Reserves:**

The Directors/Trustees believe that the Charitable Company should hold sufficient balances on its general account to allow it to continue operating even if there was a significant reduction in the level of giving.

The Directors/Trustees believe that the minimum level of these balances should be the equivalent of three months' operating costs on general (not specifically funded) activity calculated and reviewed annually. On the basis of expectations for expenditure for 2022 this will be in the order of £50,000. The balance on unrestricted and designated funds at the beginning of 2022 was £65,100 and the Directors/Trustees expect to maintain at least this level throughout 2022.

**Poulner Baptist Chapel**  
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NOTES TO THE FINANCIAL STATEMENTS

**1. Voluntary Income:**

This includes sums recovered under Gift Aid arrangements. The total amount for all Funds for 2021 is £47,611 (£40,954 in 2020).

**2. Activities for generating funds:**

This relates to sales of books etc.

**3. Incoming resources from charitable activities:**

The total includes income from the use of PBC's premises, miscellaneous donations and recharges.

**4. Costs of generating voluntary income:**

This relates to money spent on publicity. See also Appendix A note 13[i].

**5. Charitable activities:**

PBC spends the money it receives in meeting its Objects as defined in its Constitution. Further analysis of spending can be found in the Appendices.

**6. Governance costs:**

These are costs relating to legal and accounting costs and are made up as shown

<b>Audit and legal fees</b>	<b>£</b>	<b>2020 (£)</b>
DBS checks	356	392
Accounts inspection	625	600
Copyright etc fees (songs etc)	1,392	968
Stewardship	500	500
Other	149	73
	<b>3,022</b>	<b>2,533</b>

**7. Total Funds Carried Forward:**

The balance on the Unrestricted Funds relates to the General Fund (see Appendix A) and the balances on the Restricted Funds are as shown:

	£	2020 (£)
General Fund (see Appendix A)	11,607	9,846
Mission (Group) Fund (see Appendix B)	1,215	0
Property Fund (see Appendix C)	10,513	3,055
	<b>23,335</b>	<b>12,901</b>

The balances on Designated Funds are as shown:

	£	2020 (£)
General Fund (see Appendix A)	0	0
Mission (Group) Fund (see Appendix B)	6,814	7,398
Property Fund (see Appendix C)	4,549	4,549
	<b>11,363</b>	<b>11,947</b>

**8. Capital Fund:**

The balance of the Fund is £910,000 and represents the written down value of the Freehold Building (see also note 12 below).

**9. Taxation:**

No liability to UK corporation tax arose on ordinary activities for the year ended 31 December 2021 as this is a registered charity.

**10. Transactions with Directors:**

One of the Directors / Trustees (Adam Skirton) is employed by the Charity under terms approved by the Charity Commission and he received emoluments (including employer's oncosts) of less than £50,000 (2020: less than £50,000). No sums were paid to other Directors / Trustees for their work as a Director / Trustee.

The Company complies with the requirements of the Workplace Pension Regulations but does not operate a pension scheme of its own – contributions from employees and the Company are paid into approved pension funds.

**11. Ultimate controlling party:**

The charitable company is under the control of its members and no one member has sufficient voting rights to control it. In accordance with Sections 790M & 790ZA of the Companies Act 2006, Adam Skirton (Director / Trustee and Senior Pastor) has been designated as the Person with Significant Control.

## 12. Fixed Assets:

There are two classes of fixed assets shown in the table below – see also Appendix A note 17[i]). Depreciation for fixtures, fittings etc is shown in the General Fund.

The freehold of the building is held by Church Growth Trust, who have agreed that the asset value should be shown in PBC's accounts. It has been agreed with them (and the Company's Independent Accounts Examiner) that the asset value should be written down over 20 years. As the final payments in respect of the asset were made in 2015 and all loans also repaid in that year, depreciation has been backdated to 2016. The charge in 2020 was £321,277 and will be £65,000 per annum thereafter. This depreciation is shown in the Capital Fund (see also note 8 above).

<b>Assets 2021</b>	Freehold Property	Digital sound desk	Live-streaming etc equipment	Office equipment	Other Church equipment	Total
<b>Cost</b>	£				£	£
As at 1 January 2021	1,296,277	4,323		2,582	13,306	1,316,488
Additions			31,027			31,027
Disposals						0
As at 31 December 2021	1,296,277	4,323	31,027	2,582	13,306	1,347,515
<b>Depreciation</b>						
As at 1 January 2021	321,277	453		2,577	13,301	337,608
Charged in year	65,000	3,865				68,865
On disposal						0
Met from gifts/donations			20,766			20,766
Met from General Fund			10,256			10,256
As at 31 December 2021	386,277	4,318	31,022	2,577	13,301	437,495
<b>Net Book Value</b>						
<b>As at 31 December 2021</b>	<b>910,000</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>910,020</b>
As at 31 December 2020	975,000	3,870		5	5	978,880

**13. Debtors:**

Debtors are made up as show.

All amounts due have been received by the date of this report.

	<u>£</u>	<u>2020 (£)</u>
HMRC - Gift Aid	3,706	3,364
NHS Baby weigh	2,500	0
Other	660	30
	6,866	3,394

**14: Bank and cash balances:**

These are made up as shown.

The Stewardship Deposit Account was closed in June 2022 and a deposit of £13,628 was made with Kingdom Bank Limited.

	<u>£</u>	<u>2020 (£)</u>
CAF Current Account	9,945	13,437
CAF Deposit Account	63,693	45,848
Stewardship Deposit Account	13,628	13,628
Cash	40	40
	87,306	72,953

**15. Creditors:**

Those falling due within one year are made up as shown.

All amounts due have been paid by the date of this report.

There are no creditors falling due after more than one year.

	<u>£</u>	<u>2020 (£)</u>
Special Mission Gifts	2,721	1,625
<i>Love Ringwood</i>		1,394
Other	3,059	1,463
	5,780	4,482

**Poulner Baptist Chapel  
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**Independent Examiner's Report to the trustees/directors of the charitable company for the year ended 31 December 2021**

**Report of the Independent Examiner to the trustees/directors on the accounts of the Charitable Company**

I report on the financial statements of the Charitable Company (Charity) which have been prepared in accordance with the Charities Act 2011 and Section 1A of Financial Reporting Standard 102 effective April 2008, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, under the historical cost convention and the accounting policies set out in these accounts.

**Respective responsibilities of trustees/directors and examiner**

As described in these accounts the Charity's trustees/directors are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed, 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:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the General Directions given by the Commission under section 145(5)(b) of the 2011 Act.
- to state whether particular matters have come to my attention.

**Basis of opinion and scope of work undertaken**

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 the trustees/directors 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 Statement of Recommended Practice issued by the Charity Commissioners for England & Wales, 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/directors 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 obtained assurances from the trustees/directors of all material matters.

### **Independent Examiner's Statement, report, and opinion**

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that:

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

(i) to keep accounting records in accordance with the Charities Acts and the Companies Acts,

(ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Charities Acts and the Companies Acts.

have not been met; or

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

The date upon which my opinion is expressed is 28 July 2022

A handwritten signature in black ink that reads "Ken Stratton". The signature is written in a cursive style and is underlined with a single horizontal line.

Ken Stratton FMAAT  
Kimball Smith Limited, Brewery House  
High Street, Twyford  
Winchester, Hampshire SO21 1RG

**Poulner Baptist Chapel**  
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APPENDICES

The appendices provide a more detailed analysis of the income and expenditure on the three revenue accounts of the Charitable Company. They are in the same format as the draft Financial Statements presented to the Members in March 2022.

They do not form part of the Statutory Financial Statements.

There are three appendices:

Appendix A:	General Fund
Appendix B:	Mission Fund
Appendix C:	Property Fund.

**Poulner Baptist Chapel**  
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General Fund 2021					
	Unrestricted	Restricted	Total	Note	2020
	£	£	£		£
<b>Income:</b>					
General giving	165,133		165,133	1	168,678
Associated Gift Aid	32,807		32,807	2	30,276
	197,940		197,940		198,954
less designated for Mission Group	33,840		33,840	3	34,080
Available for general use	164,100		164,100		164,874
Interest on bank deposits	5		5		67
Gifts for employee costs		30,046	30,046	4	29,268
Community Fund		1,875	1,875	5	
Crisis Fund		3,113	3,113	6	
Live streaming project		20,766	20,766	7	
Sale of Minibus (2020)					2,464
Christmas Offering		380	380	8	1,509
Other gifts, donations etc		2,954	2,954	9	3,243
<i>Love Ringwood</i>		650	650	10	4,216
<b>Total income:</b>	<b>164,105</b>	<b>59,784</b>	<b>223,889</b>		<b>205,641</b>
<b>Net Expenditure:</b>					
Employees	95,808	30,046	125,854	4	136,724
Premises	14,275		14,275	11	17,424
Transport	0		0	12	342
Administration etc	22,128	1,744	23,872	13	20,397
"Ministry" and Outreach	4,898	3,500	8,398	14	5,151
Catering etc	1,529		1,529		1,031
Youth and Children	3,557		3,557	15	705
Audit and legal fees	3,022		3,022	16	2,533
Live streaming project	10,256	20,766	31,022	7	
Christmas offering (2020)			0	8	3,821
<i>Love Ringwood</i>		672	672	10	4,557
Other Expenses	5,815	1,295	7,110	9 & 17	2,461
<b>Total net expenditure:</b>	<b>161,288</b>	<b>58,023</b>	<b>219,311</b>		<b>195,146</b>
Net Position [surplus/(deficit)]	2,817	1,761	4,578		10,495
Balance brought forward 1 January:	50,897	9,846	60,743		50,248
<b>Balance carried forward 31 December:</b>	<b>53,714</b>	<b>11,607</b>	<b>65,321</b>	18	<b>60,743</b>

The notes are on the next pages.

## Notes to the General Fund:

1. General giving is that which has not been designated for any particular use.
2. Gift Aid is claimed from HMRC according to the regulations that apply. Where gifts have been made for specific purposes, any appropriate Gift Aid has been included in that amount.
3. As agreed by the Trustees, the amount designated for the Mission Group is 17% of the previous year's unrestricted general giving.

4.

Salaries includes employer's oncosts (including pensions – PBC is fully compliant with the regulations on workplace pensions). Some choose to give specifically to the cost of salaries and the figure here includes the appropriate Gift Aid.

The detail of how employee costs are made up is:

	£	2020 (£)
Salaries (incl. Employer's NI, pension etc)	124,886	135,687
Staff travelling and subsistence	968	1,037
	125,854	136,724
<u>less</u> specific gifts	30,046	29,268
	<b>95,808</b>	<b>107,456</b>

5. Specific gifts have been received for the Community Fund. The balance on the fund at end December 2021 is £3,784 – see also note 18 below.
6. The amount here includes £1,728 assigned to the Crisis Fund from the 2020 Christmas offering. Spending from this fund to those in need (determined by a protocol agreed by the Trustees) was £3,500 – leaving a balance in hand at end December 2021 at £1,122 - see also note 18 below.
7. The overall cost of the Live Streaming / Projector Project was £31,027 (against an approved budget of £32,000). £20,766 was met by specific gifts/donations and £10,256 from the General Fund. £5 remains in the "Fixed Assets" element of the Balance Sheet (see note 12 of the main report) to show the continued existence of the asset.
8. This relates to the Christmas offering for 2021 which is designated for Counselling Together. The fund remains open in 2022 for further donations.
9. This includes regular church activities for which a nominal charge is made – such as Food for Thought, Poppets (now Pop-up 'n' Play) etc. (which have been significantly reduced in 2020 and 2021 due to lockdown restrictions) and other unspecified donations. See also note 18 below
10. *Love Ringwood* activities included Christmas events and those associated with the HOPE22 survey. The balance on the fund at end December 2021 is £441 – see also note 18 below.

11.

Premises costs are made up as shown

	£	2020 (£)
Maintenance etc	6,070	7,400
Energy, water etc	8,885	10,051
Equipment [not live streaming]	2,844	1,477
	17,799	18,928
<u>less</u> "use of PBC" income	3,524	1,504
	<b>14,275</b>	<b>17,424</b>

12. There were no general transport costs in 2021 as the use of the Greyfriars minibus was not required.

13.

The restricted element of administration costs refers to expenditure on the setting up and running of Church Suite and other matters (such as Sponsor a Book for use in prisons) which have been funded by specific gifts. Unrestricted administration costs are made up as shown.

	£	2020 (£)
Book, publications, tracts, leaflets and printing:	4,057	3,022
Postage, telephones, stationery	7,354	6,419
Publicity (see note [i] below)	2,040	158
Insurances	4,705	3,108
Office equipment and IT	5,878	7,364
	24,034	20,071
<u>less</u> sales of books etc	1,906	166
	22,128	19,905

Note [i] This includes £1,424 as a consultancy fee to help in updating PBC's websites, social media sites, leaflets, fliers and general publicity so that it is co-ordinated and presents a consistent image. The work was substantially completed in 2021 and will be implemented early in 2022.

14.

The unrestricted expenditure on "Ministry" and Outreach costs is made up as shown (see also note 6 above).

Note [i] Local outreach events were curtailed in both 2020 and 2021

	£	2020 (£)
Visiting speakers	870	940
Service expenses	1,859	662
Crisis Fund (see note 6 above)	0	50
Local outreach events (see note [i])	3,069	2,499
	5,798	4,151
<u>less</u> specific gifts	900	0
	4,898	4,151

because of lockdown restrictions. Spend shown here relates to PBC's contribution to *Love Ringwood* events, shoe boxes (£400 – covered by gifts), Christmas hampers (covered by gifts), and other local outreach events – such as the light parties and Life Discovery.

15.

Costs associated with youth and children's work (Sundays and PowerUp etc clubs in the week) - including such events as Dreaming the Impossible and Westbrook/Not Westbrook, but excluding Poppets,

	£	2020 (£)
Expenses	4,543	1,638
<u>less</u> income from activities	986	933
	3,557	705

are included here.

16.

Audit and legal expenses are made up as shown. The figure for Copyright etc fees includes those associated with live streaming services.

<b>Audit and legal fees</b>	£	2020 (£)
DBS checks	356	392
Accounts inspection	625	600
Copyright etc fees (songs etc)	1,392	968
Stewardship	500	500
Other	149	73
	3,022	2,533

17.

The restricted element of Other Expenses includes those associated with matters referred to in note 9 above. The detail of unrestricted expenditure is as shown

<b>Other Expenses</b>	<b>£</b>	<b>2020 (£)</b>
Volunteer expenses	946	389
Subscriptions (incl. Evangelical Alliance)	424	410
Training	230	616
Zoom fees	345	993
Depreciation (see note [i])	3,865	463
Misc / other	5	0
	<b>5,815</b>	<b>2,871</b>

Note [i] Trustees approved the purchase of a digital sound desk (total cost £4,323) which was to be depreciated over five years, with a part year in 2020. In the event, because of the surplus in 2021 it has been possible to meet the cost of the annual depreciation (£860) and accelerate the remaining years' depreciation (£3,005) See also paragraph 3.4 and paragraph 6.2 [note 2] below.

18. The balances on the restricted element of the General Fund are as follows:

	<b>£</b>
<i>Love Ringwood</i> (see note 10 above)	441
Christmas 2021 (see note 8 above)	380
Crisis Fund (see note 6 above)	1,122
Community Fund (see note 5 above)	3,784
Proceeds from sale of van and minibus	4,576
Other (see note [i] below)	1,304
	<b>11,607</b>

Note [i] This represents sums given but not yet used for such matters as Food for Thought and Popup 'n' Play.

**Poulner Baptist Chapel**  
**A Charitable Company**  
**Limited by Guarantee**

Mission (Group) Fund 2021					
	Designated	Restricted	Total	Note	2020
	£	£	£		£
<b>Income</b>					
Designated element of general giving (including Gift Aid)	33,840		33,840	1	34,080
Special appeals and specific gifts		34,990	34,990	2	19,862
Harvest Offering		2,320	2,320	3	3,413
<b>Total income:</b>	<b>33,840</b>	<b>37,310</b>	<b>71,150</b>		<b>57,355</b>
<b>Expenditure</b>					
General Mission support	34,424		34,424	4	34,194
Special appeals and specific gifts		33,775	33,775	2	19,862
Harvest Offering		2,320	2,320	3	3,413
<b>Total expenditure:</b>	<b>34,424</b>	<b>36,095</b>	<b>70,519</b>		<b>57,469</b>
Net Position [(deficit) / surplus]	(584)	1,215	631		(114)
Balance brought forward 1 January:	7,398	0	7,398		7,512
<b>Balance carried forward 31 December:</b>	<b>6,814</b>	<b>1,215</b>	<b>8,029</b>	5	<b>7,398</b>

**Notes to the Mission Fund:**

- The designated amount for the Mission Group for 2021 is £33,840 (being 17% of unrestricted giving (including Gift Aid) for 2020). The Group has distributed £34,424 in the year, leaving a balance to carry forward into 2022 of £6,814..
- The details of special appeals and specific gifts are as follows:

<b>Special Appeals and Specific Gifts</b> (includes Gift Aid where appropriate)	
	£
Matizas - President's House	18,425
Matizas - other	13,660
Tear Fund	560
Bible Society (from boxes)	432
Barnabas Fund	673
[in memory of Colin Meech]	
African Children's Choir	25
	<b>33,775</b>

- The Harvest offering was given to the Mandritsara Trust (£1,170) and for UCCZ Hospitals (£1,150).

4. General support for mission is as shown:

<b>General Mission Support:</b>	<u>£</u>	<u>2020 (£)</u>
Regular donations:		
Matizas	7,020	5,040
Tanners	2,160	8,640
Acts 4 Sharing (A4S)	4,320	3,960
Partakers	4,320	3,960
Wycliffe (Leoma)	2,640	2,400
J & A Whalen	4,320	2,660
Gatehouses	1,800	
SAT-7	660	
	27,240	26,660
Other gifts		
Matizas - prescriptions	600	1,250
Matizas - UCCZ hospitals	500	
Matizas (Lay evangelist training)		400
SMILE International	720	
Acts 4 Sharing - electrical goods	214	
Acts 4 Sharing - van repair	500	
Mary Melrose	250	
Solomon Nathaniel	750	
30 days of prayer	70	
Jordan Whalen	2,280	2,600
Walk Through the Bible	300	300
Christmas Gifts	1,000	1,150
Other		1,834
	7,184	7,534
	34,424	34,194



## Appendix C

### Poulner Baptist Chapel A Charitable Company Limited by Guarantee

Property Fund 2021					
	Designated	Restricted	Total		2020
	£	£	£		£
<b>Income:</b>					
Donations received (including Gift Aid)		7,458	7,458		406
Total income	0	7,458	7,458		406
<b>Expenditure:</b>					
External lighting			0		458
Total Expenditure:	0	0	0		458
Net Position [(deficit) / surplus]	0	7,458	7,458		(52)
Balance brought forward at 1 January	4,549	3,055	7,604		7,656
<b>Balance carried forward 31 December:</b>	<b>4,549</b>	<b>10,513</b>	<b>15,062</b>		<b>7,604</b>

This Fund was set up in 2015 by transferring the balance on the Building Fund to this Fund. Expenditure in 2020 related to the upgrade of external lighting after some safety concerns. There were two specific gifts to the Fund and commitments so far into 2022 are the small hall roof and upgrading internal WiFi. These matters were specifically approved by the Trustees.