

CHRIST CHURCH CHICHESTER

England & Wales · Charity number 1139545

Details

Status Registered

Legal form Other

Registered 2010-12-29

Register [View on the Charity Commission register](#)

Contact

Address Christ Church Chichester
Old Market Avenue
Chichester
West Sussex
PO19 1SW

Phone 01243306021

Email info@christchurchchichester.org.uk

Website www.christchurchchichester.org.uk

Activities

Objects: 3. ObjectsThe objects of the LEP are, for the public benefit:(1) to advance the Christian faith in accordance with the principles and practices of the Participating Denominations in the Area of Benefit. In furtherance of this object, but not otherwise, the LEP may engage in a range of activities, either on its own or with others, including (but not restricted to):(a) The celebration of public worship in accordance with the doctrines, practices and traditions agreed from time to time by the Participating Denominations;(b) The teaching of the Christian faith;(c) Mission and evangelism;(d) Pastoral work, including visiting the sick and the bereaved; and(e) The provision of facilities with a Christian ethos for the local community, including (but not restricted to) the elderly, the young and other groups with special needs.(2) to advance the Christian faith in accordance with the principles and practices agreed from time to time of the Participating Denominations by making grants to organisations in the UK and overseas.

Activities: Offering weekly worship services and pastoral and practical support for members of the church and the wider community; supporting by prayer and financially the wider work of the Christian Church and charities both local and overseas; making premises available for ecumencial work of local churches, young people's organisations, counselling groups, and many local charities and arts institutions.

Classification

- **How:** Provides Other Finance, Provides Buildings/facilities/open Space, Other Charitable Activities
- **What:** General Charitable Purposes, Religious Activities
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED.
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£94,183	£104,698	-	-
2024-08-31	£92,350	£96,688	-	-
2023-08-31	£82,370	£101,904	-	-
2022-08-31	£84,374	£91,537	-	-
2021-08-31	£93,227	£84,563	-	-

Trustees

Name	Role	Appointed
DOREEN EDITH FIELD		2024-11-17
Deborah Mabbitt		2019-11-14
Edward Charles Martin		2022-11-07
Elizabeth Lindsay Marchant		2022-11-07
Keith Roberts		2026-05-17
PENELOPE ANNE ELLISON		2022-11-07
Rev ANDREW REED		2025-12-09
Tina Jeannette Twaites		2018-11-15

CHRIST CHURCH CHICHESTER

England & Wales - Charity number 1139545

Accounts

CHRIST CHURCH CHICHESTER

ANNUAL REPORT AND STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED

31 AUGUST 2025

CHARITY REGISTRATION NUMBER 1139545

Naylor Accountancy Services (Chichester) Limited
2 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Trustees Report for the year ending 31st August 2025

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Trustees Report for the year ending 31st August 2025

1 Objectives and activities

The church is led by the Minister, Officers and Elders and Trustees. The Trustees meet four times a year, and our Minister Revd. Helen Higgin-Botham was the Chair until her retirement on 31 October 2025. Our new Minister Revd. Andrew Reed has taken over from her as Chair.

The Trustees are charged by the Church's Constitution with taking decisions that affect the life of the Church, but in doing so they have regard to the wisdom and wishes of all members of the Church community; this is taken from feedback from Elders' meetings, through formal reports from working groups and from discussions and decisions at our quarterly Church meetings.

Our mission is to be a powerful spiritual influence in the community and a visible expression of God's inclusive love. We aim to achieve this by developing our worship, social and outreach activities that currently exist, in addition to seeking new ways to extend to others the fellowship of the Church family.

2 Aims

To Worship God as revealed in Jesus Christ through the power of the Holy Spirit.

To build the unity of our fellowship.

To seek to grow spiritually and numerically.

To serve the needs of the local community.

To work for justice and reconciliation in the world.

3 Achievements and performance

The Church seeks to achieve its aims through initiatives including:

The weekly offering of Sunday worship at various times and with various formats, with the celebration of the sacrament of Holy Communion. These have been led by our Minister Revd Helen Higgin-Botham until her retirement on 31 October 2025 and we are grateful to her for her spiritual leadership, teaching and encouragement. Worship is enhanced by our gifted musicians and our choir. A service of Holy Communion is celebrated on the first and occasionally the second Sunday in each month. Church services are recorded and made

available on our Church website; we continue to improve and upgrade our audio-visual facilities. There are some meetings using Zoom, and quarterly Church Magazines distributed to members by our Pastoral visitors. Our Minister also served at Pagham URC Church for 25% of her time until her retirement and we have joined with them for significant services and celebrations. Christ Church has joined with the members of other churches in the West Sussex (Coast and Downs) Circuit to welcome visiting ministers, and to celebrate other Christian festivals. We also have support from the Southern Synod of the URC, where members of our congregation together with our Minister attend meetings and can access training opportunities.

We reach out to children and young people firstly by the provision of groups for learning and participation in worship, and secondly through activities organised by our Youth Worker with a view to expanding the use of performing arts to broaden Church outreach. Our Youth worker is funded by the West Sussex (Coast and Downs) Circuit.

Our prayer ministry comprising a prayer network for pastoral needs, and invitations to prayer both in the Church notice sheet and through a 'Prayer Tree' located in the Church lounge. A weekly prayer meeting on Zoom continues to be held.

An effective network of pastoral care consisting of many pastoral visitors grouped under the leadership of a Pastoral Co-ordinator.

Our Church opens to the public some weekday mornings for coffee and chat, and any surplus income from the sale of refreshments is given to Church funds.

We continue the support of local, national and international charities by regular collections, including participation in the United Reformed Church's Commitment for Life programme, raising £1,085 during the October 24 campaign. Harvest donations were sent to both Chichester District Foodbank and Heart (for the Homeless) each receiving the sum of £60. The McCabe Educational Trust received a Christmas donation from us, giving £152 specifically to the Jeel al Amal Boys home in the Holy Land. Together with other Chichester Churches we support Christian Aid through both Advent and Lent soup lunches raising in excess of £1,500 between the Churches. A Christmas gift of £255 was also sent to Home-Start Chichester.

In addition, Christ Church has provided financial support giving £1,227 to the following two charities: Heart (for the Homeless), and Home-Start Chichester; alongside Chichester District Foodbank which received £1,229 from us. Stonepillow which is another local charity providing shelter and food for homeless and vulnerable people received a total of £1,004.

The policy of the Trustees is to ensure that all recipients are thoroughly vetted, and that any donation given by Christ Church is appropriately allocated.

Our Church provides opportunities for Christian fellowship, prayer, Bible study and education through several House Groups which meet regularly, and also through participation in ecumenical meetings in the city.

The Church makes its premises available to the wider community, and community groups meet on the premises on a frequent basis.

Considerable time and effort has gone into revising our Constitution, which was adopted on 17 November 2024.

We are now an Eco Church with a dedicated team and currently hold a Bronze Award; we are working towards a Silver Award.

This year has seen a continuation of maintenance of the building, including monies spent on revitalising our Worship area floor.

In line with requirements, we have a Safeguarding policy and designated Safeguarding officer.

4 Plans for future years

To continue to enhance and develop the spiritual life of the Church.

To encourage initiatives for mission in the community.

To continue to support local charities.

To ensure that all those required to do so have attended appropriate safeguarding and equality and diversity training.

5 Financial Review

During the year ending 31 August 2025, Income received totalled £94,183 (2024 £95,518) and Expenditure totalled £104,698 (2024 £99,856). These amounts include the income raised for specific charities and the subsequent donations to them of the full amount raised. The cash held by the Charity at the end of the period was £116,283 (2024 £126,798). Please see the accompanying Accounts for details.

The Trustees have every reason to believe that the Church is a going concern.

The Trustees do not foresee any factors that will significantly affect the financial performance or position in the next year or two. The church holds no freehold property. The church's principal sources of funds are from the free-will gifts of the members of the congregation and from fundraising events.

5.1 Investment policy and performance

To comply with Methodist Standing Orders, monies for long-term investment will be lodged with the Trustees for Methodist Church Purposes (TMCP). These sums will be invested in unitised investments or held on deposit. The deposit mirrors the deposit rates available elsewhere. The Trustees' investment policy is aligned with that of the Methodist Central Finance Board (CFB) and TMCP because these organisations take into consideration the social, environmental and ethical considerations, both negatively and positively, that make investments suitable for the Methodist Church. Short term deposits are lodged directly with the Central Finance Board (CFB).

5.2 Reserves level and policy

Please see the accompanying Reserves Policy and current balances on reserves shown in Note 6 to the accounts. Reserves level and policy are agreed by the Trustees; the current Reserves Policy which is attached was reviewed and agreed by the Trustees at their meeting on 10 February 2026.

6 Trustees' responsibilities

For each financial year ending on 31st August, the Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Trustees must:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Follow applicable accounting standards.
- Prepare accounts using The Methodist Church Standard Form of Accounts.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the church and enable them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the Church and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The responsibilities of the Trustees and other committees are set out in Standing Orders 603-604 of the Constitutional Practice and Discipline of the Methodist Church.

6.1 Risk

The Church is largely risk averse.

7 Structure, governance and management

7.1 Structure

Christ Church Chichester is a Local Ecumenical Partnership between the Methodist Church and the United Reformed Church. As such it forms part of the West Sussex (Coast and Downs) Circuit and the URC Southern Synod. It is represented at all appropriate Circuit and Synod Meetings. For most administrative, financial legal and property purposes, Christ Church Chichester is subject to the control, regulation and supervision of the Methodist Church. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

Overall regulatory authority rests with the Methodist Conference.

The Methodist Connexional Office implements decisions made by the Conference.

The District passes down to circuit level for implementation by the Superintendent Minister, ministerial staff and circuit stewards, authority is delegated to the Circuit Meeting for certain matters.

The Circuit Meeting passes regulatory control down to Church Councils, Trustees for local regulatory control is then exercised by the Church Councils or Trustees as Managing Trustees of their Charity.

7.2 Purpose of the Church

The purposes of the Methodist Church and United Reformed Church (the Churches) are and shall be deemed to have been the advancement of the following:

- The Christian faith in accordance with the doctrinal standards and the discipline of the Churches.
- Any charitable purposes for the time being of any Connexional, Synod, District, Circuit, local or other organisation of the Churches.
- Any charitable purpose for the time being of any society or institution, subsidiary or ancillary to the Churches.
- Any purpose for the time being of any charity being a subsidiary or ancillary of the Churches.

The primary purpose of Christ Church Chichester is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider Chichester Community.

7.3 Governance

The Church operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at Methodist Church House, 25 Tavistock Place, London WC1H 9SF to provide guidance on changes that could affect the Church. Trustees are appointed under the terms of the Constitution of Christ Church (Methodist and United Reformed) Chichester. Trustees meet four times per year and deal with routine and exceptional matters. Trustees oversee the work of other groups within the life of the Church.

8 Reference and administrative details

8.1 Name of the Church

Christ Church (Methodist and United Reformed) Chichester

8.2 Governing Document

Christ Church (Methodist and United Reformed) Chichester Constitution adopted on 25 November 2010, revised and subsequently adopted on 17 November 2024.

8.3 Charity Registration Number

1139545

8.4 Address

Old Market Avenue
Chichester
West Sussex
PO19 1SW

8.5 Number of Members

99 as at 31 August 2025 (107 at 31 August 2024)

8.6 Minister

The Revd. Helen Higgin-Botham (retired 31 October 2025)

The Revd. Andrew Reed (appointed 1 November 2025)

8.7 Names of Trustees

Chair: Revd. Helen Higgin-Botham (retired 31 October 2025)
Revd. Andrew Reed (appointed 1 November 2025)
Secretary: Ed Martin
Treasurer: Penny Ellison

Doreen Field (appointed 17 November 2024)
Colin Higgin-Botham (resigned 23 November 2025)
Deborah Mabbitt
Lindsay Marchant
Margaret Martin (resigned 23 November 2025)
Chris Monkton
David Morrow (resigned 17 November 2024)
Stephen Palmer
Mary Quiney (resigned 17 November 2024)
Tina Twaites

8.8 Bankers

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

8.9 Independent Examiner

Jonathan Rowden FCA
Naylor Accountancy Services (Chichester) Limited
2 Dukes Court
Bognor Road
Chichester
PO19 8FX

9 Trustees Responsibilities, Approval and Signatory

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

Select suitable accounting policies and apply them consistently.
Make Judgements and estimates that are reasonable and prudent.
Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees at a Trustee Meeting on10.2.2026.....

Signed on behalf of the Trustees*Andrew Reed*.....
Revd. Andrew Reed

Date:10.2.2026.....

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees of Christ Church Chichester (Charity Number 1139545) on accounts for the year ended 31 August 2025 set out on pages 11 to 14.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 23-02-2026

Mr JB Rowden FCA

Naylor Accountancy Services (Chichester) Limited
2 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

CHRIST CHURCH CHICHESTER

STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

	Notes	Unrestricted Funds £	Designated Funds (Unrestricted) £	2025 £	2024 £
RECEIPTS					
Voluntary Receipts	2a	79,976	3,092	83,068	83,460
Investment Income	2b	11,115	0	11,115	12,058
TOTAL RECEIPTS		91,091	3,092	94,183	95,518
PAYMENTS					
Costs of Charitable Activities	3a	96,145	7,473	103,618	98,896
Governance Costs	3b	1,080	0	1,080	960
TOTAL PAYMENTS		97,225	7,473	104,698	99,856
NET INCOME/(OUTGOING) RESOURCES		(6,134)	(4,381)	(10,515)	(4,338)
Balances Brought Forward		32,416	94,382	126,798	131,136
Transfer Between Funds	6	0	0	0	0
BALANCES CARRIED FORWARD		26,282	90,001	116,283	126,798

The notes on pages 13 and 14 form part of these accounts

All operations are continuing operations

CHRIST CHURCH CHICHESTER

STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 AUGUST 2025

	Unrestricted Funds	Restricted Funds	2025	2024
	£	£	£	£
ASSETS				
Cash Funds				
CAF Current Account	9,217	0	9,217	4,685
Royal Bank of Scotland - Current	7,258	0	7,258	1,262
Central Finance Board - Deposit	99,808	0	99,808	120,851
	116,283	0	116,283	126,798
LIABILITIES				
Independent Examiner's Fee	1,116	0	1,116	1,080
	1,116	0	1,116	1,080

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Charity law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 10 and 11.

Approved by the Trustees on 10 February 2026

Signed on their behalf by Penny Ellison Trustee / Treasurer

Print Name PENNY ELLISON

CHRIST CHURCH CHICHESTER

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2025

1 BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners and they meet the appropriate legal requirements.

2 RECEIPTS

Notes	Unrestricted Funds	Designated Funds	2025	2024
	£	£	£	£
a) Voluntary Receipts				
Ministry and mission income	1,072	0	1,072	0
Offerings and donations	48,842	0	48,842	50,819
Gift aid income	10,247	0	10,247	15,547
Legacies	0	0	0	0
Income for special purposes	0	3,092	3,092	3,168
Other income	19,815	0	19,815	13,926
	79,976	3,092	83,068	83,460

b) Investment Income

Rents	6,000	0	6,000	5,850
Bank Interest	5,115	0	5,115	6,208
	11,115	0	11,115	12,058

3 PAYMENTS

a) Costs of Charitable Activities

Ministry and Mission costs	59,967	0	59,967	64,012
Worship Study and Pastoral	1,737	0	1,737	1,385
Church Running costs	31,625	3,001	34,626	24,303
Administration costs	2,816	1,380	4,196	6,028
Donations of income raised for special purposes	0	3,092	3,092	3,168
	96,145	7,473	103,618	98,896

b) Governance Costs

Independent Examination fee	1,080	0	1,080	960
	1,080	0	1,080	960

CHRIST CHURCH CHICHESTER

NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 AUGUST 2025

4 RESTRICTED FUNDS

There were no restricted funds in this financial year.

5 PAYMENTS TO TRUSTEES

No payments were made to trustees or any persons connected with them during this financial period other than reimbursement for small items paid for on behalf of the Charity. No other material transaction took place between the organisation and a trustee or any person connected with them

6 FUNDS MOVEMENTS

	Balances Brought Forward 01/09/2024	Receipts	Payments	Transfers Between Funds	Balances Carried Forward 31/08/2025
	£	£	£	£	£
Designated Funds					
Building Reserve	90,906	0	(3,001)	0	87,905
Short Term Gifts/Legacy (Eric Brookes)	2,976	0	(1,380)	0	1,596
Short Term Gifts/Legacy (Janet Bland)	0	0	0	0	0
Income/donations for special purposes	0	3,092	(3,092)	0	0
Hardship Fund	500	0	0	0	500
	94,382	3,092	(7,473)	0	90,001
General Fund	32,416	91,091	(97,225)	0	26,282
Total Unrestricted Funds	126,798	94,183	(104,698)	0	116,283

7 PUBLIC BENEFIT

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the Charity has achieved this are provided in the Trustees Report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the Charity should undertake.

Financial Reserves Policy 2025-26

Reserves Held for Unspecified Purposes in the General Fund.

The General Fund is an **Unrestricted Fund**. It consists of the fluctuating credit balances of the Church's accounts at the Royal Bank of Scotland, the Charities Aid Foundation Bank and the Methodist Central Finance Board that are not categorised below as 'Designated Funds held for Specific Purposes'. Although these funds have been designated for specific purposes as agreed by the Trustees, it should be noted that these are also unrestricted funds and can be called upon, if required, to fund any shortfall in the General Fund.

The Fund fluctuates because it receives Church income and meets Church expenditure daily. It is also the container for our principal Reserve, represented by the minimum value that we aim to maintain in the Fund.

We aim to hold in reserve sufficient money in our General Fund to cover six month's necessary expenditure – currently approximately £45,000. There are four main reasons for this:

- The Church needs six months average expenditure in reserve as working capital to cover normal running costs which are unevenly distributed through the financial year.
- As one of the larger Churches in the Methodist Church West Sussex (Coast and Downs) Circuit, Christ Church may be adversely impacted by changes in the Circuit budget to a greater extent than smaller Churches.
- Normally about 20% of the annual operating costs of the Church are funded by income from lettings and premises usage. This funding source is exposed to risks that are outside the control of the Church and therefore reasonable financial cover must be provided that allows time for the Church to recover from any interruption in lettings income.
- A six-month working capital reserve equates to current best accounting practice and Church recommended reserve levels for an organisation the size of Christ Church.

The General Fund Reserve declared in the 2024-2025 accounts of Christ Church as at 31 August 2025 was £26,282. The shortfall of approximately £18,718 can be met from unrestricted designated funds if needed as noted above.

Designated Funds Held for Specific Purposes

The Building Fund is a reserve to provide future support for major premises repairs and refurbishment. Specifically, the reserve is needed to fund or partially fund potential repairs that may be required to the flat roof of the Church buildings. The reserve may also be called upon for major repairs and expenditure which exceeds £5,000 that cannot be met from current year working capital and/or maintenance and repairs resources.

The Short Term Gifts and Grants Fund is a reserve fund which holds funds left to the church in memory of individuals and which the Trustees have designated to be spent on a specific purpose.

The Hardship Fund is a reserve fund specifically to support individuals at the Minister's discretion.

Andrew Reed

Approved at the Trustee Meeting 10 February 2026

14 15

CHRIST CHURCH CHICHESTER

England & Wales - Charity number 1139545

Accounts

CHRIST CHURCH CHICHESTER

ANNUAL REPORT AND STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED

31 AUGUST 2024

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Rowdens Limited
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Trustees Report for the year ending 31st August 2024

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To build the unity of our fellowship.

To seek to grow spiritually and numerically.

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In addition, Christ Church has provided financial support totalling £6,000 giving £1,000 each to the following charities: Heart (for the Homeless), Home-Start Chichester, Sage House, Children on the Edge, Chichester District Foodbank and Action for Children. The policy of the Trustees is to ensure that all recipients are thoroughly vetted, and that any donation given by Christ Church is appropriately allocated.

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Through participation in ecumenical meetings in the city.

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Considerable time and effort has gone into revising our Constitution, there are two meetings scheduled to be held where our members will be given full information and explanation regarding the changes.

This year has seen a continuation of maintenance of the building, including monies spent on revitalising our Worship area floor.

In line with requirements, we have a Safeguarding policy and designated Safeguarding officer.

4 Plans for future years

To continue to enhance and develop the spiritual life of the Church.

To encourage initiatives for mission in the community.

To continue to support local charities.

To ensure that all those required to do so have attended appropriate safeguarding and equality and diversity training.

5 Financial Review

During the year ending 31 August 2024, Income received totalled £92,350 (2023 £82,370) and Expenditure totalled £96,688 (2023 £101,904). The cash held by the Charity at the end of the period was £126,798 (2023 £131,136). Please see the accompanying Accounts for details.

The Trustees have every reason to believe that the Church is a going concern.

The Trustees do not foresee any factors that will significantly affect the financial performance or position in the next year or two. The church holds no freehold property. The church's principal sources of funds are from the free-will gifts of the members of the congregation and from fundraising events.

5.1 Investment policy and performance

To comply with Methodist Standing Orders, monies for long-term investment will be lodged with the Trustees for Methodist Church Purposes (TMCP). These sums will be invested in unitised investments or held on deposit. The deposit mirrors the deposit rates available elsewhere. The Trustees' investment policy is aligned with that of the Methodist Central Finance Board (CFB) and TMCP because these organisations take into consideration the social, environmental and ethical considerations, both negatively and positively, that make investments suitable for the Methodist Church. Short term deposits are lodged directly with the Central Finance Board (CFB).

5.2 Reserves level and policy

Please see the accompanying Reserves Policy and current balances on reserves shown in Note 6 to the accounts. Reserves level and policy are agreed by the Trustees; the current Reserves Policy which is attached was reviewed and agreed by the Trustees at their meeting on 11 February 2025.

6 Trustees' responsibilities

For each financial year ending on 31st August, the Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Trustees must:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Follow applicable accounting standards.
- Prepare accounts using The Methodist Church Standard Form of Accounts.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the church and enable them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the Church and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The responsibilities of the Trustees and other committees are set out in Standing Orders 603-604 of the Constitutional Practice and Discipline of the Methodist Church.

6.1 Risk

The Church is largely risk averse.

7 Structure, governance and management

7.1 Structure

Christ Church Chichester is a Local Ecumenical Partnership between the Methodist Church and the United Reformed Church. As such it forms part of the West Sussex (Coast and Downs) Circuit and the URC Southern Synod. It is represented at all appropriate Circuit and

Synod Meetings. For most administrative, financial legal and property purposes, Christ Church Chichester is subject to the control, regulation and supervision of the Methodist Church. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

Overall regulatory authority rests with the Methodist Conference.

The Methodist Connexional Office implements decisions made by the Conference.

The District passes down to circuit level for implementation by the Superintendent Minister, ministerial staff and circuit stewards, authority is delegated to the Circuit Meeting for certain matters.

The Circuit Meeting passes regulatory control down to Church Councils, Trustees for local regulatory control is then exercised by the Church Councils or Trustees as Managing Trustees of their Charity.

7.2 Purpose of the Church

The purposes of the Methodist Church and United Reformed Church (the Churches) are and shall be deemed to have been the advancement of the following:

- The Christian faith in accordance with the doctrinal standards and the discipline of the Churches.
- Any charitable purposes for the time being of any Connexional, Synod, District, Circuit, local or other organisation of the Churches.
- Any charitable purpose for the time being of any society or institution, subsidiary or ancillary to the Churches.
- Any purpose for the time being of any charity being a subsidiary or ancillary of the Churches.

The primary purpose of Christ Church Chichester is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider Chichester Community.

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The Church operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Marylebone Road, London NW1 5JR to provide guidance on changes that could affect the Church. Trustees are appointed under the terms of clauses 22 to 27 of the Constitution of Christ Church (Methodist and United Reformed) Chichester. Trustees meet four times per year and deal with routine and exceptional matters. Trustees oversee the work of other groups within the life of the Church.

8 Reference and administrative details

8.1 Name of the Church

Christ Church (Methodist and United Reformed) Chichester

8.2 Governing Document

Christ Church (Methodist and United Reformed) Chichester Constitution adopted on 25 November 2010

8.3 Charity Registration Number

1139545

8.4 Address

Old Market Avenue
Chichester
West Sussex
PO19 1SW

8.5 Number of Members

107 as at 31 August 2024 (102 at 31 August 2023)

8.6 Minister

The Revd Helen Higgin-Botham

8.7 Names of Trustees

Chair: Helen Higgin-Botham
Secretary: Ed Martin
Treasurer: Penny Ellison

Deborah Mabbitt	Stephen Palmer	Colin Higgin-Botham	Lindsay Marchant
Margaret Martin	David Morrow	Mary Quiney	Tina Twaites
Chris Monkton			

8.8 Bankers

CAF Bank Ltd

25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4QJ

8.9 Independent Examiner

Penny Rowden
Rowdens Limited
2 Dukes Court
Bognor Road
Chichester
PO19 8FX

9 Trustees Responsibilities, Approval and Signatory

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

Select suitable accounting policies and apply them consistently.
Make Judgements and estimates that are reasonable and prudent.
Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees at a Trustee Meeting on11/02/25.....

Signed on behalf of the TrusteesH. M. Higgin-Botham.....
Revd. Helen Higgin-Botham

Date:11/02/25.....

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees of Christ Church Chichester (Charity Number 1139545) on accounts for the year ended 31 August 2024 set out on pages 10 to 13.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *Penny Rowden*

Date: *24.2.25*

Mrs PA Rowden FCA

Rowdens Limited
2 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

CHRIST CHURCH CHICHESTER

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 AUGUST 2024

	Notes	Unrestricted Funds £	Designated Funds (Unrestricted) £	2024 £	2023 £
RECEIPTS					
Voluntary Receipts	2a	80,292	0	80,292	72,453
Investment Income	2b	12,058	0	12,058	9,917
TOTAL RECEIPTS		92,350	0	92,350	82,370
PAYMENTS					
Costs of Charitable Activities	3a	89,738	5,990	95,728	101,304
Governance Costs	3b	960	0	960	600
TOTAL PAYMENTS		90,698	5,990	96,688	101,904
NET INCOME/(OUTGOING) RESOURCES		1,652	(5,990)	(4,338)	(19,534)
Balances Brought Forward		30,764	100,372	131,136	150,670
Transfer Between Funds	6	0	0	0	0
BALANCES CARRIED FORWARD		32,416	94,382	126,798	131,136

The notes on pages 12 and 13 form part of these accounts

All operations are continuing operations

CHRIST CHURCH CHICHESTER

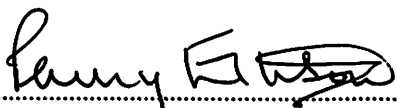
**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 AUGUST 2024**

	Unrestricted Funds	Restricted Funds	2024	2023
	£	£	£	£
ASSETS				
Cash Funds				
CAF Current Account	4,685	0	4,685	8,437
Royal Bank of Scotland - Current	1,262	0	1,262	5,331
Central Finance Board - Deposit	120,851	0	120,851	117,368
	126,798	0	126,798	131,136
LIABILITIES				
Independent Examiner's Fee	1,080	0	1,080	960
	1,080	0	1,080	960

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Charity law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 10 and 11.

Approved by the Trustees on 11th February 2025

Signed on their behalf by  Trustee Treasurer

Print Name PENNY ELLISON.

CHRIST CHURCH CHICHESTER

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2024**

1 BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners and they meet the appropriate legal requirements.

2 RECEIPTS

Notes	Unrestricted Funds	Designated Funds	2024	2023
	£	£	£	£
a) Voluntary Receipts				
Offerings and donations	50,819	0	50,819	49,642
Gift aid income	15,547	0	15,547	6,963
Legacies	0	0	0	1,500
Other income	13,926	0	13,926	14,348
	80,292	0	80,292	72,453

b) Investment Income				
Rents	5,850	0	5,850	5,400
Bank Interest	6,208	0	6,208	4,517
	12,058	0	12,058	9,917

3 PAYMENTS

a) Costs of Charitable Activities				
Ministry and Mission costs	64,012	0	64,012	59,786
Worship Study and Pastoral	1,385	0	1,385	2,144
Church Running costs	20,759	3,544	24,303	27,400
Administration costs	3,582	2,446	6,028	11,974
	89,738	5,990	95,728	101,304

b) Governance Costs				
Independent Examination fee	960	0	960	600
	960	0	960	600

CHRIST CHURCH CHICHESTER

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2024

4 RESTRICTED FUNDS

There were no restricted funds in this financial year.

5 PAYMENTS TO TRUSTEES

No payments were made to trustees or any persons connected with them during this financial period other than reimbursement for small items paid for on behalf of the Charity. No other material transaction took place between the organisation and a trustee or any person connected with them

6 FUNDS MOVEMENTS

	Balances Brought Forward 01/09/2023	Receipts	Payments	Transfers Between Funds	Balances Carried Forward 31/08/2024
	£	£	£	£	£
Designated Funds					
Building Reserve	93,907	0	(3,001)	0	90,906
Short Term Gifts/Legacy (Eric Brookes)	5,422	0	(2,446)	0	2,976
Short Term Gifts/Legacy (Janet Bland)	543	0	(543)	0	0
Hardship Fund	500	0	0	0	500
	100,372	0	(5,990)	0	94,382
General Fund	30,764	92,350	(90,698)	0	32,416
Total Unrestricted Funds	131,136	92,350	(96,688)	0	126,798

7 PUBLIC BENEFIT

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the Charity has achieved this are provided in the Trustees Report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the Charity should undertake.

Financial Reserves Policy 2024-25

Reserves Held for Unspecified Purposes in the General Fund.

The General Fund is an **Unrestricted Fund**. It consists of the fluctuating credit balances of the Church's accounts at the Royal Bank of Scotland, the Charities Aid Foundation Bank and the Methodist Central Finance Board that are not categorized below as 'Designated Funds held for Specific Purposes'. Although these funds have been designated for specific purposes as agreed by the Trustees, it should be noted that these are also unrestricted funds and can be called upon, if required, to fund any shortfall in the General Fund.

The Fund fluctuates because it receives Church income and meets Church expenditure daily. It is also the container for our principal Reserve, represented by the minimum value that we aim to maintain in the Fund.

We aim to hold in reserve sufficient money in our General Fund to cover six month's necessary expenditure – currently approximately £45,000. There are four main reasons for this:

- The Church needs six months average expenditure in reserve as working capital to cover normal running costs which are unevenly distributed through the financial year.
- As one of the larger Churches in the Methodist Church West Sussex (Coast and Downs) Circuit, Christ Church may be adversely impacted by changes in the Circuit budget to a greater extent than smaller Churches.
- Normally about 20% of the annual operating costs of the Church are funded by income from lettings and premises usage. This funding source is exposed to risks that are outside the control of the Church and therefore reasonable financial cover must be provided that allows time for the Church to recover from any interruption in lettings income.
- A six-month working capital reserve equates to current best accounting practice and Church recommended reserve levels for an organisation the size of Christ Church.

The General Fund Reserve declared in the 2023-2024 accounts of Christ Church as at 31 August 2024 was £32,416. The shortfall of approximately £12,500 can be met from unrestricted designated funds if needed as noted above.

Designated Funds Held for Specific Purposes

The Building Fund is a reserve to provide future support for major premises repairs and refurbishment. Specifically, the reserve is needed to fund or partially fund potential repairs that may be required to the flat roof of the Church buildings. The reserve may also be called upon for major repairs and expenditure which exceeds £5,000 that cannot be met from current year working capital and/or maintenance and repairs resources.

The Short Term Gifts and Grants Fund is a reserve fund which holds funds left to the church in memory of individuals and which the Trustees have designated to be spent on a specific purpose.

The Hardship Fund is a reserve fund specifically to support individuals at the Minister's discretion.

H.M. Higgin-Botman

To be approved at the Trustee Meeting 11 February 2025

CHRIST CHURCH CHICHESTER

England & Wales - Charity number 1139545

Accounts

CHRIST CHURCH CHICHESTER

ANNUAL REPORT AND STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED

31 AUGUST 2023

CHARITY REGISTRATION NUMBER 1139545

Rowdens Limited
2 Dukes Court
Bognor Road
Chichester
West Sussex
Po19 8FX

Trustees Report for the year ending 31st August 2023

Index

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3 Achievements and performance	2 - 4
4 Plans for future years	4
5 Financial review	4
6 Trustee responsibilities	5
7 Structure, governance and management	5 - 6
8 Reference and administrative details	7 - 8
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Independent Examiner's Report	9
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Statement of Assets and Liabilities	11
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Reserves Policy	14

Trustees Report for the year ending 31st August 2023

1 Objectives and activities

The church is led by the Minister, Officers and Elders and Trustees. The Trustees meet four times a year, and our Minister Revd Helen Higgin-Botham is the Chair.

The Trustees are charged by the Church's Constitution with taking decisions that affect the life of the Church, but in doing so they have regard to the wisdom and wishes of all members of the Church community; this is taken from feedback from Elders' meetings, through formal reports from working groups and from discussions and decisions at our quarterly Church meetings.

Our mission is to be a powerful spiritual influence in the community and a visible expression of God's inclusive love. We aim to achieve this by developing our worship, social and outreach activities that currently exist, in addition to seeking new ways to extend to others the fellowship of the Church family.

2 Aims

To Worship God as revealed in Jesus Christ through the power of the Holy Spirit.

To build the unity of our fellowship.

To seek to grow spiritually and numerically.

To serve the needs of the local community.

To work for justice and reconciliation in the world.

3 Achievements and performance

The Church seeks to achieve its aims through initiatives including:

The weekly offering of Sunday worship at various times and with various formats, with the celebration of the sacrament of Holy Communion. These have been led by our Minister Revd Helen Higgin-Botham, and we are grateful to her for her spiritual leadership, teaching and encouragement. Worship is enhanced by our gifted musicians and our choir. A service

of Holy Communion is celebrated on two Sundays each month. Church services are recorded and made available on our new Church website, and we have improved and upgraded our audio-visual facilities. There are some meetings using Zoom, and quarterly Church Magazines distributed to members by our Pastoral visitors. Our Minister also serves at Pagham URC Church for 25% of her time and we have joined with them for significant services and celebrations. Christ Church has joined with the members of other churches in South West Sussex (Coast and Downs) Circuit to welcome visiting ministers, and to celebrate other Christian festivals. We also have support from the Southern Synod of the URC, where members of our congregation together with our Minister attend meetings and can access training opportunities.

Reaching out to children firstly by the provision of groups for learning and participation in worship, and secondly through activities organised by our Youth Worker with a view to expanding the use of performing arts to broaden Church outreach. Our Youth worker is funded by the West Sussex (Coast and Downs) Circuit.

Our prayer ministry comprising a prayer network for pastoral needs, and invitations to prayer both in the Church notice sheet and through a 'Prayer Tree' located in the Church lounge. A weekly prayer meeting on Zoom continues to be held.

An effective network of pastoral care consisting of many pastoral visitors grouped under the leadership of a Pastoral Co-ordinator.

Our Church opens to the public some weekday mornings for coffee and chat, and any surplus income from the sale of refreshments is given to Church funds.

The support of local, national and international charities by regular collections, including participation in the United Reformed Church's Commitment for Life programme; Stonepillow which is a local charity providing shelter and food for homeless and vulnerable people, our local Food Bank, and the McCabe Educational Trust giving money specifically to the Jeel El Amal Boys home in the Holy Land.

In addition, Christ Church has provided financial support totalling £4,500 giving £800 each to the following charities: All We Can, Tearfund, Home Start, Sage House and Feeding Futures; and creating our own Discretionary Fund for those in our own Church that may find themselves in need of financial support at this time. The policy of the Trustees is to ensure that all recipients are thoroughly vetted, and that any donation given by Christ Church is appropriately allocated.

Our Church provides opportunities for Christian fellowship, prayer, Bible study and education through several House Groups which meet regularly.

Through participation in ecumenical meetings in the city.

The Church makes its premises available to the wider community, and community groups meet on the premises on a frequent basis.

This year has seen a continuation of maintenance of the building, including monies spent on roof repairs and regular maintenance of the property. In addition to this we have launched

our new website (www.christchurchchichester.org.uk) which has had a positive response. We have also finished the upgrade of our Wi-Fi and Audio-Visual equipment.

We have recently completed our Local Mission and Ministry Review (LMMR); this can be found in full on our website and was completed with input from members and discussed at a church meeting.

In line with requirements, we have a Safeguarding policy and designated Safeguarding officer.

4 Plans for future years

To continue to enhance and develop the spiritual life of the Church.

To encourage initiatives for mission in the community.

To continue to support local charities.

To ensure that all those required to do so have attended appropriate safeguarding and equality and diversity training.

5 Financial Review

During the year ending 31 August 2023, Income received totalled £82,370 (2022 £84,374) and Expenditure totalled £101,904 (2022 £91,537). The cash held by the Charity at the end of the period was £131,136 (2022 £150,670). Please see the accompanying Accounts for details.

The Trustees have every reason to believe that the Church is a going concern.

The Trustees do not foresee any factors that will significantly affect the financial performance or position in the next year or two. The church holds no freehold property. The church's principal sources of funds are from the free-will gifts of the members of the congregation and from fundraising events.

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The Church is largely risk averse.

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- Any charitable purpose for the time being of any society or institution, subsidiary or ancillary to the Churches.
- Any purpose for the time being of any charity being a subsidiary or ancillary of the Churches.

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The Church operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Marylebone Road, London NW1 5JR to provide guidance on changes that could affect the Church. Trustees are appointed under the terms of clauses 22 to 27 of the Constitution of Christ Church (Methodist and United Reformed) Chichester. Trustees meet four times per year and deal with routine and exceptional matters. Trustees oversee the work of other groups within the life of the Church.

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Christ Church (Methodist and United Reformed) Chichester Constitution adopted on 25 November 2010

8.3 Charity Registration Number

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Chichester
West Sussex
PO19 1SW

8.5 Number of Members

102 as at 31 August 2023 (115 at 31 August 2022)

8.6 Minister

The Revd Helen Higgin-Botham

8.7 Names of Trustees

Chair: Helen Higgin-Botham
Secretary: Ed Martin
Treasurer: Penny Ellison

Deborah Mabbitt	Gilly Hansford	Colin Higgin-Botham	Lindsay Marchant
Margaret Martin	David Morrow	Mary Quiney	Tina Twaites
Chris Monkton			

8.8 Bankers

CAF Bank Ltd

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Penny Rowden
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Select suitable accounting policies and apply them consistently.
Make Judgements and estimates that are reasonable and prudent.
Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees at a Trustee Meeting on 13/02/2024

Signed on behalf of the Trustees H. M. Higgin-Botham
Revd. Helen Higgin-Botham

Date: 13/02/2024

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees of Christ Church Chichester (Charity Number 1139545) on accounts for the year ended 31 August 2023 set out on pages 10 to 13.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *Penny Rowden*

Date: 15.2.24

Mrs PA Rowden FCA

Rowdens Limited
2 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

CHRIST CHURCH CHICHESTER

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 AUGUST 2023**

	Notes	Unrestricted Funds £	Designated Funds (Unrestricted) £	2023 £	2022 £
RECEIPTS					
Voluntary Receipts	2a	70,953	1,500	72,453	78,323
Investment Income	2b	9,917	0	9,917	6,051
TOTAL RECEIPTS		80,870	1,500	82,370	84,374
PAYMENTS					
Costs of Charitable Activities	3a	90,609	10,695	101,304	91,057
Governance Costs	3b	600	0	600	480
TOTAL PAYMENTS		91,209	10,695	101,904	91,537
NET INCOME/(OUTGOING) RESOURCES		(10,339)	(9,195)	(19,534)	(7,163)
Balances Brought Forward		41,603	109,067	150,670	157,833
Transfer Between Funds	6	(500)	500	0	0
BALANCES CARRIED FORWARD		30,764	100,372	131,136	150,670

The notes on pages 12 and 13 form part of these accounts

All operations are continuing operations

CHRIST CHURCH CHICHESTER

STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 AUGUST 2023

	Unrestricted Funds	Restricted Funds	2,023	2,022
	£	£	£	£
ASSETS				
Cash Funds				
CAF Current Account	8,437	0	8,437	2,808
Royal Bank of Scotland - Current	5,331	0	5,331	4,015
Central Finance Board - Deposit	117,368	0	117,368	143,847
	131,136	0	131,136	150,670
LIABILITIES				
Independent Examiner's Fee	960	0	960	600
	960	0	960	600

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Charity law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 10 and 11.

Approved by the Trustees on 13/2/24

Signed on their behalf by Penny Ellison Trustee / Treasurer

Print Name PENNY ELLISON

CHRIST CHURCH CHICHESTER

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2023

1 BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners and they meet the appropriate legal requirements.

2 RECEIPTS

Notes	Unrestricted Funds	Designated Funds	2023	2022
	£	£	£	£
a) Voluntary Receipts				
Offerings and donations	49,642	0	49,642	50,806
Gift aid income	6,963	0	6,963	12,563
Legacies	0	1,500	1,500	0
Other income	14,348	0	14,348	14,954
	70,953	1,500	72,453	78,323
b) Investment Income				
Rents	5,400	0	5,400	5,400
Bank Interest	4,517	0	4,517	651
	9,917	0	9,917	6,051

3 PAYMENTS

a) Costs of Charitable Activities				
Ministry and Mission costs	59,786	0	59,786	62,986
Worship Study and Pastoral	2,144	0	2,144	2,947
Lay Worker costs	0	0	0	680
Church Running costs	21,783	5,617	27,400	20,762
Administration costs	6,896	5,078	11,974	3,682
	90,609	10,695	101,304	91,057
b) Governance Costs				
Independent Examination fee	600	0	600	480
	600	0	600	480

CHRIST CHURCH CHICHESTER

**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 AUGUST 2023**

4 RESTRICTED FUNDS

There were no restricted funds in this financial year.

5 PAYMENTS TO TRUSTEES

No payments were made to trustees or any persons connected with them during this financial period other than reimbursement for small items paid for on behalf of the Charity. No other material transaction took place between the organisation and a trustee or any person connected with them

6 FUNDS MOVEMENTS

	Balances Brought Forward 01/09/2022	Receipts	Payments	Transfers Between Funds	Balances Carried Forward 31/08/2023
	£	£	£	£	£
Designated Funds					
Building Reserve	99,067	0	(5,160)	0	93,907
Short Term Gifts/Legacy (Eric Brookes)	10,000	500	(5,078)	0	5,422
Short Term Gifts/Legacy (Janet Bland)	0	1,000	(457)	0	543
Hardship Fund	0	0	0	500	500
	109,067	1,500	(10,695)	500	100,372
General Fund	41,603	80,870	(91,209)	(500)	30,764
	150,670	82,370	(101,904)	0	131,136

7 PUBLIC BENEFIT

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the Charity has achieved this are provided in the Trustees Report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the Charity should undertake.

Financial Reserves Policy 2023-24

Reserves Held for Unspecified Purposes in the General Fund.

The General Fund is an **Unrestricted Fund**. It consists of the fluctuating credit balances of the Church's accounts at the Royal Bank of Scotland, the Charities Aid Foundation Bank and the Methodist Central Finance Board that are not categorized below as 'Designated Funds held for Specific Purposes'. Although these funds have been designated for specific purposes as agreed by the Trustees, it should be noted that these are also unrestricted funds and can be called upon, if required, to fund any shortfall in the General Fund.

The Fund fluctuates because it receives Church income and meets Church expenditure daily. It is also the container for our principal Reserve, represented by the minimum value that we aim to maintain in the Fund.

We aim to hold in reserve sufficient money in our General Fund to cover six month's necessary expenditure – currently approximately £45,000. There are four main reasons for this:

- The Church needs six months average expenditure in reserve as working capital to cover normal running costs which are unevenly distributed through the financial year.
- As one of the larger Churches in the Methodist Church West Sussex (Coast and Downs) Circuit, Christ Church may be adversely impacted by changes in the Circuit budget to a greater extent than smaller Churches.
- Normally about 20% of the annual operating costs of the Church are funded by income from lettings and premises usage. This funding source is exposed to risks that are outside the control of the Church and therefore reasonable financial cover must be provided that allows time for the Church to recover from any interruption in lettings income.
- A six-month working capital reserve equates to current best accounting practice and Church recommended reserve levels for an organisation the size of Christ Church.

The General Fund Reserve declared in the 2022-2023 accounts of Christ Church as at 31 August 2023 was £30,764. The shortfall of approximately £15,000 can be met from unrestricted designated funds if needed as noted above.

Designated Funds Held for Specific Purposes

The Building Fund is a reserve to provide future support for major premises repairs and refurbishment. Specifically, the reserve is needed to fund or partially fund potential repairs that may be required to the flat roof of the Church buildings. The reserve may also be called upon for major repairs and expenditure which exceeds £5,000 that cannot be met from current year working capital and/or maintenance and repairs resources.

The Short Term Gifts and Grants Fund is a reserve fund which holds funds left to the church in memory of individuals and which the Trustees have designated to be spent on a specific purpose.

The Hardship Fund is a new reserve fund this year specifically to support individuals at the Minister's discretion.

CHRIST CHURCH CHICHESTER

England & Wales - Charity number 1139545

Accounts

CHRIST CHURCH CHICHESTER

**ANNUAL REPORT AND
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED
31ST AUGUST 2022**

CHARITY REGISTRATION No. 1139545

Independent Examiners Ltd
Unit 2
The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

Trustees Report for the year ending 31st August 2022

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Page 8	Independent Examiners Report to the Trustees
Page 9	Statement of Receipts and Payments
Page 10	Statement of Assets and Liabilities
Page 11	Notes to the Financial Statements

Trustees Report for the year ending 31st August 2022

1. Objectives and activities.

The Church is led by the Minister, Officers and Elders, together with the Trustees.
The Trustees meet four times a year. The minister, Revd Helen Higgin- Botham, is the Chair.

The Trustees are charged by the Church's constitution with taking decisions that affect the life of the Church, but in so doing they have regard to the wisdom and wishes of all members of the Church community, taken from feedback from Elders' Meetings, through formal reports from Working Groups and from discussions and decisions at the quarterly Church Meeting.

Our mission is to be a powerful spiritual influence in the community and a visible expression of God's inclusive love. We aim to achieve this by developing the worship, social and outreach activities that currently exist, and by seeking new ways to extend to others the fellowship of the Church family.

2. Aims.

To worship God as revealed in Jesus Christ through the power of the Holy Spirit.
To build the unity of our fellowship.
To seek to grow spiritually and numerically.
To serve the needs of the local community.
To work for justice and reconciliation in the world.

3. Achievements and performance.

The Church seeks to achieve its aims through initiatives including

The weekly offering of Sunday worship at various times and formats, with the celebration of the sacrament of Holy Communion.

These have been led by our Minister Revd Helen Higgin-Botham, and we are grateful to her for her spiritual leadership, teaching and encouragement. Worship has been enhanced by our excellent musicians and choir. A service of Holy Communion is celebrated on two Sundays each month. Church services are recorded and made available online and on the Church website. We have extended and made full use of our new audio visual equipment with Sunday services available on YouTube whilst some meetings are conducted over Zoom. Monthly Newsletters are circulated online and there are quarterly printed Church Magazines available and distributed to members via our Pastoral Visitors. Our Minister also serves at Pagham URC Church for 25% of her time and we have joined with them for significant services and celebrations. Christ Church Chichester has joined with the members of other churches in South West Sussex (Coast and Downs) Circuit to welcome visiting ministers, and to celebrate other Christian festivals. We also have support from the Southern

Synod of the URC, where members of our congregation together with our Minister attend meetings; training opportunities are also available.

3. Achievements and performance. Cont.

- Reaching out to children, firstly by the provision of groups for learning and participation in worship, and secondly through activities organised by our Youth Worker with a view to expanding the use of drama and the performance arts to broaden Church outreach. This position is financed by the South West Sussex (Coast and Downs) Circuit.
- A prayer ministry, comprising a prayer network for pastoral needs, and invitations to prayer, both in the Church Newsletter and through a 'Prayer Tree' located in the Church lounge. A weekly prayer meetings on Zoom continues to be held.
- An effective network of pastoral care consisting of many pastoral visitors grouped under the leadership of individual Church Elders and a Pastoral Co-Ordinator.
- Our Church opens to the public during weekday mornings for coffee and chat; any surplus income from the sale of refreshments is given to Church funds.
- The support of local, national and international charities by regular collections, including participation in the United Reformed Church's 'Commitment for Life' programme, Stonepillow a local charity providing shelter and food for homeless and vulnerable people, Home start, the Portsmouth Family Centre, and the McCabe Educational Trust giving money specifically to the Jeel El Amal Boys home in the Holy land.

Additionally, during the year, Christ Church provided financial support totalling £7,500 split between external charities and worthwhile causes. They were in the sum of £1,000 to each of the following: Yada, Age UK, Bankuet, Christians Against Poverty, All We Can, Open Doors, Mission Aviation Fellowship and £500 to Sanctuary in Chichester.

The policy of the Trustees on donations is to ensure that all recipients can demonstrate public benefit and show imagination and creativity as well as a perceived need for that donation.

- The Church provides opportunities for Christian fellowship, prayer, Bible study and education through several House Groups which meet regularly.
- Participation in ecumenical meetings in the city.
- The Church makes its premises available to the wider community, and community groups meet on the premises on a frequent basis.

During the last five years, the Church has been engaged in an extensive refurbishment project which is now substantially complete. Most recently there has been an update to electrical circuitry and additional audio-visual facilities. The result is that the premises are now more attractive as a Church and community resource in Chichester.

4. Plans for future years

To continue to enhance and develop the spiritual life of the Church.

To encourage initiatives for mission in the community.

To continue to support local charities

To employ a replacement Youth worker.

To ensure that all those required to do so have attended and will continue to attend appropriate safeguarding training.

5. Financial Review

During the year ending 31 August 2022, Income received totalled £84,375 (2021 £93,228) and Expenditure totalled £91,537 (2021: £84,563) the cash held by the Charity at the end of the period was £150,672

Please see the accompanying Accounts for details.

The Trustees have every reason to believe that the Church is a going concern.

Trustees do not foresee any factors that will significantly affect the financial performance or position in the next year or two.

The church holds no freehold property.

The church's principal sources of funds are from the free-will gifts of the members of the congregation and from fund-raising events.

5.1 Investment policy and performance

To comply with Methodist Standing Orders, monies for long-term investment will be lodged with the Trustees for Methodist Church Purposes (TMCP). These sums will be invested in unitised investments or held on deposit. The deposit mirrors the deposit rates available elsewhere. The Trustees' investment policy is aligned with that of the Methodist Central Finance Board (CFB) and TMCP because these organisations take into consideration the social, environmental and ethical considerations, both negatively and positively, that make investments suitable for the Methodist Church.

Short term deposits are lodged directly with the Central Finance Board (CFB).

5.2 Reserves level and policy

Please see the accompanying Balance Sheet and Reserves levels.

Reserves level and policy are agreed by the Trustees. The current Reserves Policy, attached was reviewed and agreed by the Trustees at their meeting on 11 January 2022.

6. Trustees' responsibilities

For each financial year ending on 31st August the Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Trustees must:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Follow applicable accounting standards
- Prepare accounts using The Methodist Church Standard Form of Accounts

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enables them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the Church and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The responsibilities of the Trustees and other committees are set out in Standing Orders 603 – 604 of the Constitutional Practice and Discipline of the Methodist Church.

6.1 Risk

The Church is largely risk averse.

7. Structure, governance and management

7.1 Structure

Christ Church, Chichester is a Local Ecumenical Partnership between the Methodist Church and the United Reformed Church. As such it forms part of the West Sussex (Coast and Downs) Circuit and the URC Southern Synod. It is represented at all appropriate Circuit and Synod Meetings. For most administrative, financial, legal and property purposes, Christ Church, Chichester is subject to the control, regulation and supervision of the Methodist Church. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

1. Overall regulatory authority rests with the Methodist Conference.
2. The Methodist Connexional Office implements decisions made by the Conference.
3. Connexional decisions are passed to the Chair of the District and the appropriate officers of the District for implementation.
4. The District passes down to Circuit level for implementation by the Superintendent Minister, ministerial staff and Circuit Stewards, and authority is delegated to the Circuit Meeting for certain matters.
5. The Circuit Meeting passes regulatory control down to Church Councils / Trustees for local regulatory control is then exercised by the Church Councils / Trustees as Managing Trustees of their charity.

7.2 Purpose of the Church

The purposes of the Methodist Church and United Reformed Church (the Churches) are, and shall be deemed to have been the advancement of:

- a) The Christian faith in accordance with the doctrinal standards and the discipline of the Churches, and
- b) Any charitable purposes for the time being of any Connexional, Synod, District, Circuit, local or other organisation of the Churches, and
- c) Any charitable purpose for the time being of any society, or institution subsidiary or ancillary to the Churches, and
- d) Any purpose for the time being of any charity being a subsidiary or ancillary of the Churches.

The primary purpose of Christ Church, Chichester is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider Chichester Community.

7.3 Governance

The Church operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Marylebone Road, London, NW1 5JR to provide guidance on changes that could affect the Church. Trustees are appointed under the terms of clauses 22 to 27 of the Constitution of Christ Church (Methodist and United Reformed) Chichester. Trustees meets four times per year and deal with routine and exceptional matters. Trustees oversee the work of other groups within the life of the Church.

8. Reference and administrative details

8.1 Name of the Church

Christ Church (Methodist and United Reformed) Chichester

8.2 Governing Document

Christ Church (Methodist and United Reformed) Chichester CONSTITUTION
Adopted on 25 November 2010

8.3 Charity Registration number

1139545

8.4 Address

Old Market Avenue
CHICHESTER
West Sussex
PO19 1SW

8.5 Number of Members

115 as at 31 August 2022 (123 at 31 August 2021)

8.6 Minister

The Revd Helen Higgin-Botham

8.7 Names of Trustees

Chair: Helen Higgin-Botham
Secretary: Wendy Corney
Treasurer: Graham Manson

Bruce Denton
Margaret Martin
Richard Spong

Gilly Hansford
David Morrow
Julia Sutton

Deborah Mabbitt
Mary Quiney
Tina Twaites

8.8 Bankers

CAF Bank Ltd.
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4QJ

8.9 Independent Examiner

Kim Gomes
Independent examiners Ltd.
Unit 2, The Broadbridge Business Centre
Delling Lane
BOSHAM
West Sussex PO18 8NF

9. Trustees Responsibilities, Approval and Signatory

The Charities Act requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees at Trustee Meeting on 7 February 2023

Signed on behalf of the Trustees *H. M. Higgin-Botham*
Revd. Helen M. Higgin-Botham

Date: *7th Feb 2023*

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees of Christ Church Chichester on the accounts for the year ended 31st August 2022 on pages 9 to 13 .

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

K Gomes MAAT
Independent Examiners Ltd
Unit 2, The Broadbridge Business Centre
Delling Lane
Bosham
W. Sussex
PO18 8NF

Signed :



Date: 14.2.23

CHRIST CHURCH CHICHESTER

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31ST AUGUST 2022**

	Notes	Unrestricted Funds £	Designated Funds £	Total 2021/22 £	Total 2020/21 £
RECEIPTS :					
Voluntary Receipts	2a	83,723	0	83,723	93,030
Investment Income	2b	653	0	653	197
TOTAL RECEIPTS		84,374	0	84,374	93,227
PAYMENTS :					
Costs of Charitable Activities	3a	85,830	5,227	91,057	84,163
Governance Costs	3b	480	0	480	400
TOTAL PAYMENTS		86,310	5,227	91,537	84,563
NET INCOMING/(OUTGOING) RESOURCES		-1,936	-5227	-7,163	8,664
Balances Brought Forward		58,540	99,294	157,834	149,169
Transfer Between Funds	6	-15,000	15,000	0	
BALANCES CARRIED FORWARD		41,605	109,067	150,672	157,834

The notes on pages 11 to 13 form part of these accounts.

All operations are continuing operations.

CHRIST CHURCH CHICHESTER

**STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31ST AUGUST 2022**

Notes	Unrestricted Fund £	Restricted Fund £	31-Aug-22 Total £	31-Aug-21 Total £
ASSETS				
Cash Funds:				
Caf Cash Account	2,809	0	2,809	3,142
Royal Bank of Scotland- Current	4,016	0	4,016	3,245
Central Finance Board Deposit	143,847	0	143,847	151,447
	150,672	0	150,672	157,834

LIABILITIES

Independent Examiners Fee	600	0	600	480
	600	0	600	480

TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 9 and 10.

Approved by the Trustees on 7 FEBRUARY '23 and

Signed on their behalf by Penny Ellison, Trustee.

Print name: PENNY ELLISON.

Signed

GL Manson

Name

GRAHAM MANSON

TRUSTEE IN 2022

CHRIST CHURCH CHICHESTER
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2022

1. BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners, and they meet the appropriate legal requirements.

2. RECEIPTS

	Unrestricted Funds £	Restricted Funds £	Total 2021/22 £	Total 2020/21 £
a) Voluntary Receipts				
Donations	50,806		50,806	63,951
Gift aid income	12,563		12,563	11,447
Legacies	0		0	3,000
Sundries	1,514		1,514	117
	64,883	0	64,883	78,515
b) Charitable Activities				
Rental Income	18,840		18,840	14,515
	18,840	0	18,840	14,515
b) Investment Income				
Bank Interest	653		653	197
	653	0	653	197

CHRIST CHURCH CHICHESTER

**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST AUGUST 2022**

3. PAYMENTS		Unrestricted Funds £	Designated Funds £	Total 2021/22 £	Total 2020/21 £
	Notes				
a) Costs of Charitable Activities					
Administration Costs		1,601	173	1,774	1,703
Church Utilities & Running costs		10,050		10,050	19,332
Church Maintenance		3,549		3,549	3,092
Insurance		2,688		2,688	2,396
worship expenses		2,955		2,955	891
Printing & Stationery		2,243		2,243	2,010
Fund Purchases	6	1,898	5,054	6,952	690
Ministry & Mission		60,846		60,846	54,049
		85,830	5,227	91,057	84,163
b) Governance Costs					
Independent Examination		480		480	400
		480	0	480	400

CHRIST CHURCH CHICHESTER

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31ST AUGUST 2022

4. RESTRICTED FUNDS

There were no restricted funds in this financial year

5. PAYMENTS TO TRUSTEES

No payments were made to trustees or any persons connected with them during this financial period, other than reimbursement for small items paid for on behalf of the Charity. No other material transaction took place between the organisation and a trustee or any person connected with them.

6. Funds Movements

	Opening 01/09/2021	Income Funds £	Expenses Funds £	Transfers £	Closing 31/08/2022 £
Designated Funds					
Building Reserves	84067	0	0	15,000	99,067
Look & See Fund	2454	0	2,454	0	0
Instrument Fund	2600	0	2,600	0	0
Short term Gifts / Legacy	10173	0	173	0	10,000
	99,294	0	5,227	15,000	109,067
General Funds	58540	84,374	86,310	-15,000	41,604
Total Funds	157,834	84,374	91,537	0	150,672

8. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

CHRIST CHURCH CHICHESTER

England & Wales - Charity number 1139545

Accounts

The **Methodist Church** 



Christ Church Chichester
Methodist and United Reformed Church
Old Market Avenue, Chichester
West Sussex, PO19 1SW
01243 531594
Registered Charity No. 1139545
www.christchurchchichester.com
christchurchchi@btconnect.com

TRUSTEES ANNUAL REPORT

AND ACCOUNTS

YEAR ENDING 31 AUGUST 2021

Trustees Report for the year ending 31st August 2021

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ATTACHMENTS

Accounts for the Year Ending 31 August 2021

Income and Expenditure

Receipts and Payments Accounts

Balance Sheet

Reserves policy 2021-22

**Methodist Church Standard Form of Accounts
for the Year ending 31 August 2021.**

Trustees Report for the year ending 31st August 2021

1. Objectives and activities.

The Church is led by the Minister, Officers and Elders, together with the Trustees.
The Trustees meet four times a year. The minister, Revd Helen Higgin- Botham, is the Chair.

The Trustees are charged by the Church's constitution with taking decisions that affect the life of the Church, but in so doing they have regard to the wisdom and wishes of all members of the Church community, taken from feedback from Elders' Meetings, through formal reports from Working Groups and from discussions and decisions at the quarterly Church Meeting.

Our mission is to be a powerful spiritual influence in the community and a visible expression of God's inclusive love. We aim to achieve this by developing the worship, social and outreach activities that currently exist, and by seeking new ways to extend to others the fellowship of the Church family.

2. Aims.

To worship God as revealed in Jesus Christ through the power of the Holy Spirit.
To build the unity of our fellowship.
To seek to grow spiritually and numerically.
To serve the needs of the local community.
To work for justice and reconciliation in the world.

3. Achievements and performance.

The Church seeks to achieve its aims through initiatives including

- The weekly offering of Sunday worship at various times and formats, with the celebration of the sacrament of Holy Communion.

In the course of the year although severely challenged by the implications of the Covid Pandemic, the Church has continued to provide regular acts of public worship on Sundays and other significant days of the Christian year. These have been led by our Minister Revd Helen Higgin-Botham, and we are grateful to her for her spiritual leadership, teaching and encouragement. Worship has been enhanced by our excellent musicians and choir. A service of Holy Communion is celebrated on two Sundays each month. When Church premises were closed due to the introduction of Government Restrictions in the light of the Covid pandemic, Church services were recorded adhering to guidelines and made available online and on the Church website. We have extended and made full use of our new audio visual equipment with Sunday services and other meetings made available via recordings and Zoom. In the height of lockdown, a weekly News Sheet was introduced and circulated on line to help keep the Church family stay connected. Christ Church Chichester has joined with the members of other churches in South West Sussex (Coast and Downs) Circuit to welcome visiting ministers, and to celebrate other Christian festivals. The Christ Church Singers make regular musical contributions to worship.

3. Achievements and performance. Cont.

- Reaching out to children, firstly by the provision of groups for learning and participation in worship, and secondly through activities organised by our Youth Worker with a view to expanding the use of drama and the performance arts to broaden Church outreach. This position is financed by the South West Sussex (Coast and Downs) Circuit.
- A prayer ministry, comprising a prayer network for pastoral needs, and invitations to prayer, both in the Church Newsletter and through a 'Prayer Tree' located in the Church lounge. In lockdown weekly prayer meetings on Zoom have been introduced by the Minister.
- An effective network of pastoral care consisting of many pastoral visitors grouped under the leadership of individual Church Elders and a Pastoral Co-Ordinator.
- During the pandemic, when Church opening restrictions allow, weekday opening to the public of the Church lounge for two hours every morning. Surplus income from the sale of refreshments is given to Church funds.
- The support of local, national and international charities by regular collections, including participation in the United Reformed Church's 'Commitment for Life' programme, the Leprosy Mission, Stonepillow and HEART (two local charities providing shelter, food and aid-to-recovery for homeless and vulnerable people), Home start and the Portsmouth Family Centre. Additionally, during the year, Christ Church provided financial support totalling £6,000 split between nine external charities and worthwhile causes. Full details of these are shown in the attached Accounts and Notes to the Accounts. The policy of the Trustees on donations is to ensure that all recipients can demonstrate public benefit and show imagination and creativity as well as a perceived need for that donation.
- The Church provides opportunities for Christian fellowship, prayer, Bible study and education through several House Groups which meet regularly, when restrictions allow.
- Participation in ecumenical meetings in the city
- The Church makes its premises available to the wider community, and community groups meet on the premises on a frequent basis.

During the last five years, the Church has been engaged in an extensive refurbishment project which is now substantially complete. Most recently there has been an update to electrical circuitry and additional audio-visual facilities. The result is that the premises are now more attractive as a Church and community resource in Chichester.

4. Plans for future years

To continue to enhance and develop the spiritual life of the Church.

To take forward and develop the ideas and proposals gathered from Church members during lockdown, and to implement new forms, types and methods of worship and Church life as the "New Normal".

To encourage initiatives for mission in the community.

To continue to support local charities

To employ a replacement Youth worker.

To ensure that all those required to do so have attended and will continue to attend appropriate safeguarding training.

5. Financial Review

During the year ending 31 August 2021, Income received totalled £93,227 (2020: £95,540) and Expenditure totalled £84,563 (2020: £102,923)) As a result the cash held by the Charity at the end of the period increased by £8,664 to £157,833.

Please see the accompanying Accounts for details.

The Trustees have every reason to believe that the Church is a going concern.

Trustees do not foresee any factors that will significantly affect the financial performance or position in the next year or two.

The church holds no freehold property.

The church's principal sources of funds are from the free-will gifts of the members of the congregation and from fund-raising events.

5.1 Investment policy and performance

To comply with Methodist Standing Orders, monies for long-term investment will be lodged with the Trustees for Methodist Church Purposes (TMCP). These sums will be invested in unitised investments or held on deposit. The deposit mirrors the deposit rates available elsewhere. The Trustees' investment policy is aligned with that of the Methodist Central Finance Board (CFB) and TMCP because these organisations take into consideration the social, environmental and ethical considerations, both negatively and positively, that make investments suitable for the Methodist Church.

Short term deposits are lodged directly with the Central Finance Board (CFB).

5.2 Reserves level and policy

Please see the accompanying Balance Sheet and Reserves levels.

Reserves level and policy are agreed by the Trustees.

6. Trustees' responsibilities

For each financial year ending on 31st August the Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Trustees must:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Follow applicable accounting standards
- Prepare accounts using The Methodist Church Standard Form of Accounts

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enables them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the Church and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The responsibilities of the Trustees and other committees are set out in Standing Orders 603 – 604 of the Constitutional Practice and Discipline of the Methodist Church.

6.1 Risk

The Church is largely risk averse.

7. Structure, governance and management

7.1 Structure

Christ Church, Chichester is a Local Ecumenical Partnership between the Methodist Church and the United Reformed Church. As such it forms part of the West Sussex (Coast and Downs) Circuit and the URC Southern Synod. It is represented at all appropriate Circuit and Synod Meetings. For most administrative, financial, legal and property purposes, Christ Church, Chichester is subject to the control, regulation and supervision of the Methodist Church. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

1. Overall regulatory authority rests with the Methodist Conference.
2. The Methodist Connexional Office implements decisions made by the Conference.
3. Connexional decisions are passed to the Chair of the District and the appropriate officers of the District for implementation.
4. The District passes down to Circuit level for implementation by the Superintendent Minister, ministerial staff and Circuit Stewards, and authority is delegated to the Circuit Meeting for certain matters.
5. The Circuit Meeting passes regulatory control down to Church Councils / Trustees for local regulatory control is then exercised by the Church Councils / Trustees as Managing Trustees of their charity.

7.2 Purpose of the Church

The purposes of the Methodist Church and United Reformed Church (the Churches) are, and shall be deemed to have been the advancement of:

- a) The Christian faith in accordance with the doctrinal standards and the discipline of the Churches, and
- b) Any charitable purposes for the time being of any Connexional, Synod, District, Circuit, local or other organisation of the Churches, and
- c) Any charitable purpose for the time being of any society, or institution subsidiary or ancillary to the Churches, and
- d) Any purpose for the time being of any charity being a subsidiary or ancillary of the Churches.

The primary purpose of Christ Church, Chichester is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider Chichester Community.

7.3 Governance

The Church operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Marylebone Road, London, NW1 5JR to provide guidance on changes that could affect the Church. Trustees are appointed under the terms of clauses 22 to 27 of the Constitution of Christ Church (Methodist and United Reformed) Chichester. Trustees meet four times per year and deal with routine and exceptional matters. Trustees oversee the work of other groups within the life of the Church.

8. Reference and administrative details

8.1 Name of the Church

Christ Church (Methodist and United Reformed) Chichester

8.2 Governing Document

Christ Church (Methodist and United Reformed) Chichester CONSTITUTION
Adopted on 25 November 2010

8.3 Charity Registration number

1139545

8.4 Address

Old Market Avenue
CHICHESTER
West Sussex
PO19 1SW

8.5 Number of Members

123 as at 31 August 2021 (133 at 31 August 2020)

8.6 Minister

The Revd Helen Higgin-Botham

8.7 Names of Trustees

Chair: Helen Higgin-Botham
Secretary: Wendy Corney
Treasurer: Graham Manson

Bruce Denton
Margaret Martin
Richard Spong

Gilly Hansford
David Morrow
Julia Sutton

Deborah Mabbitt
Mary Quiney
Tina Twaites

8.8 Bankers

CAF Bank Ltd.
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4QJ

8.9 Independent Examiner

Paul Robinson MAAT FCIE
Independent examiners Ltd.
2 Broadbridge Business Centre
Delling Lane
BOSHAM
West Sussex
PO18 8NF

9. Trustees Responsibilities, Approval and Signatory

The Charities Act 2011 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees at the Trustee Meeting on 11 January 2022 (on Zoom)

Signed on behalf of the Trustees
Revd. Helen M. Higgin-Botham

H. M. Higgin-Botham

Date:17/01/2022.....

Christ Church Chichester

Income & Expenditure

For the year ended 31 August - Cash basis

Current Year Earnings

	2021	2020
Total Investment income	4,922	3,882
Total Offerings and Donations	65,398	67,716
Total Other Income	12,908	15,862
TOTAL INCOME	83,228	87,460
EXPENDITURE		
Total Administration costs	8,118	4,818
Total Church Running costs	10,947	11,712
Total Ministry and Mission costs	60,115	70,132
Total Worship Study and Pastoral	1,332	895
TOTAL EXPENDITURE	80,513	87,557
NET INCOME / (EXPENDITURE)	2,715	(97)

Christ Church Chichester

Receipts & Payments

For the year ended 31 August - Cash basis

	2021	2021	2021	2021	2021	2021	2021	2021	2020
	General Fund	Building Reserve	Look & See Instrument Fund	Other Designated Funds	Reserved Funds	TOTAL		TOTAL	
OPENING BALANCE	55,675	79,922	3,144	3,200	7,228	149,169		156,551	
RECEIPTS									
Total Investment income	4,922					4,922		3,862	
Total Offerings and Donations	65,398					65,398		67,781	
Total Other Receipts	12,908				10,000	22,908		23,878	
TOTAL RECEIPTS	83,227	0	0	10,000	0	93,227		95,540	
PAYMENTS									
Total Administration costs	8,118					8,118		4,818	
Total Church Running costs	10,947		690	600	2,760	14,997		27,079	
Total Ministry and Mission costs	60,115					60,115		70,132	
Total Worship Study and Pastoral	1,332					1,332		895	
TOTAL PAYMENTS	80,513	0	690	600	2,760	84,563	0	102,923	
NET RECEIPTS / (PAYMENTS)	2,714	0	(690)	(600)	7,240	8,664	0	(7,382)	
MOVEMENTS IN RESERVES	150	4,146			(4,296)	0			
CLOSING BALANCE	58,540	84,067	2,454	2,600	10,173	157,833	0	149,169	

Christ Church Chichester

Balance Sheet

	31 Aug 2021	31 Aug 2020
Current Assets		
CAF Current Account	3,142.39	5,451.44
CFB Deposit	151,447.36	132,293.92
RBS Current	3,244.58	11,423.92
RBS Deposit	0.00	0.00
Total Cash at bank and in hand	157,834.33	149,169.28
Capital and Reserves		
Building Reserve	84,067.21	79,921.58
Current Year Earnings	2,715.03	(96.78)
Designated Short Term Gifts and Grants	10,172.74	2,932.72
General Fund	55,825.35	55,772.13
Look and See Fund	2,454.00	3,144.00
M & R Reserve Fund	0.00	4,145.63
Toddler Funds	0.00	150.00
Worship Area Instrument Fund	2,600.00	3,200.00
Total Capital and Reserves	157,834.33	149,169.28

Christ Church Chichester

Charity Number 1139545

Financial Reserves Policy 2021-22

This Reserves Policy deals with:

1. General Fund
2. "Look and See" Fund
3. Buildings Fund
4. Worship Area Musical Instruments Fund

Reserves Held for Unspecified Purposes in the General Fund.

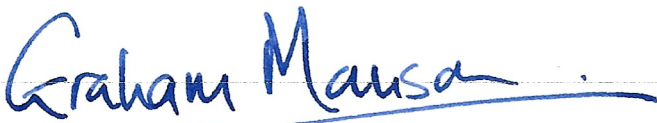
1. The General Fund is an **Unrestricted Fund**. It consists of the fluctuating credit balances of all of the Church's accounts at the Royal Bank of Scotland, the Charities Aid Foundation Bank, and the Methodist Central Finance Board that are not categorized below as 'Funds Held for Specific Purposes'.
 - 1.1. The Fund fluctuates because it receives Church income and meets Church expenditure on a daily basis. It is also the container for our principal Reserve, represented by the minimum value that we aim to maintain in the Fund.
 - 1.2. We aim to hold in reserve sufficient money in our General Fund to cover six-month's necessary expenditure - currently approximately £50,000. There are four main reasons for this:-
 - 1.2.1. The Church needs six month's average expenditure in reserve as working capital to cover normal running costs, which are unevenly distributed through the financial year.
 - 1.2.2. As one of the larger Churches in the Methodist Church West Sussex (Coast and Downs) Circuit, Christ Church may be adversely impacted by changes in the Circuit budget to a greater extent than smaller Churches.
 - 1.2.3. In normal years, about 20% of the annual operating costs of the Church are funded by income from lettings / premises usage. As we have recently experienced, due to Covid-19 restrictions, this funding source is exposed to multiple risks that are outside the control of the Church, and therefore reasonable financial cover must be provided that allows time for the Church to recover from any interruption in lettings income.
 - 1.2.4. A six-month working capital reserve equates to current best accounting practice and Church-recommended reserve levels for an organization the size of Christ Church.
 - 1.3. The General Fund Reserve declared in the 2020-2021 accounts of Christ Church was £58,540 and indicates that the required reserve level value was met as at 31 August 2021.

Funds Held for Specific Purposes

2. The Mission and Outreach Fund (also known as the Look and See Fund) is a **Designated Fund**. Christ Church is a very well-used city centre Church of 1980s construction that has been well maintained, but until five years ago, had very limited material upgrade for over thirty years. As such, many parts of the premises had become very 'tired' both in décor and furnishing. Other parts were not fully compliant with current regulations and expectations, for example in disabled access, health and safety and energy efficiency. The Look and See Reserve has supported and continues to support expenditure that has delivered very significant premises improvement that is essential to the mission objectives of the Church over the next twenty years. The refurbishment work is now substantially complete.

3. The Building Fund is a **Designated Fund** and is a reserve to provide future support for major premises repairs and refurbishment. Specifically the reserve is needed to fund or partially fund potential repairs that may be required to attend to the flat roof of the Church buildings. The reserve may also be called upon for major repairs and expenditure which exceeds £5,000, and cannot be met from current year working capital and/or Maintenance and Repairs resources.

4. The Worship Area Musical Instrument Fund is a **Designated Fund**. Christ Church is fortunate to possess both an Allen electronic organ and a Bechstein concert grand piano. Both of these instruments are 'mature' and valuable, and at some future date will require either extensive repair or replacement. Repairs to the loudspeakers of the Allen organ was carried out in 2021. During the course of 2021 the Church has also acquired a Bluthner grand piano.



Graham Manson
Treasurer
January 2022

(To be approved by the Trustee Meeting on 11 January 2022)

CHRIST CHURCH CHICHESTER
RECEIPTS AND PAYMENTS
ACCOUNTS

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

CHRIST CHURCH CHICHESTER

FOR THE YEAR ENDED

31 August 2021

West Sussex (Coast and Downs)	Circuit	Circuit no	3608
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Registered Charity - Charity Registration number

1139545

If not a registered charity Her Majesty's Revenue and
Customs Gift Aid number

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

Reverend Helen Higgin-Botham

Church Trustees:

Wendy Corney	David Morrow
Bruce Denton	Mary Quiney
Gilly Hansford	Richard Spong
Deborah Mabbitt	Julia Sutton
Margaret Martin	Tina Twaites

Treasurer:

Graham Manson

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year	
		£	£	£	£	
a1	RECEIPTS	Note				
a2	Offerings and Tax recovered	65,360		65,360	67,781	
a3	Bank and CFB interest and Investment income	4,921		4,921	3,882	
a4	Lettings	9,238		9,238	11,305	
a5	Other receipts	13,708		13,708	12,573	
a6	TOTAL RECEIPTS	93,227		93,227 (a7)	95,540	
SECTION B						
b1	PAYMENTS					
b2	Circuit Assessment or Share	54,049		54,049	63,887	
b3	Donations	6,000		6,000	6,000	
b4	Repairs and Maintenance	3,092		3,092	4,056	
b5	Utilities (Insurances, water charges, heating & lighting)	3,287		3,287	3,235	
b6						
b7	Other payments	17,444	690	18,134	25,744	
b8	TOTAL PAYMENTS	83,873	690	84,563 (b9)	102,923	
SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	9,354	(690)	8,664	(7,382)
c2	Total funds brought forward from last year		146,025	3,144	149,169 (c6)	156,551
c3	Sub total	(c1+c2)	155,379	2,454	157,833	149,169
c4	Transfers and adjustments				(c7)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	155,379	2,454	157,833 (c8)	149,169 (c6)

SECTION D			
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS			
d	(these amounts are not to be included in total receipts/payments figures above)	£	£
d1	Balance brought forward from last year		
d2	Offerings/Gifts - received for external organisations	2,748	4,356
d3	Offerings/Gifts - passed to external organisations	2,748	4,356
d4	BALANCE STILL TO BE PAID		
	(d1+d2-d3)		

CHRIST CHURCH CHICHESTER

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL

SECTION E

Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2021 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1						
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds					(e11)	(e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	93,227 (a7)	84,563 (b9)	8,664	(c7)	149,169 (c6)	157,833 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	93,227	84,563	8,664		149,169 (x)	157,833 (y)
	TOTAL RECEIPTS	TOTAL PAYMENTS				

Continue on a separate sheet if necessary and bring the totals forward

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2021

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	16,875	6,387
f3 Bank Deposit Account		
f4 Central Finance Board	132,294	151,447
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts	149,169 (c6)	157,834 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	(e11)	(e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	149,169 (x)	157,834 (y)

SECTION G

OTHER ASSETS and LIABILITIES

	At 1 September 2020	At 31 August 2021
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	2,717,456	2,717,456
g3 Other Assets	131,882	127,021
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

Name of Church - Christ Church Chichester

Charity No 1139545

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2021 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer Graham Manson Date 14 October 2021

Name and address of treasurer

Mr Graham Manson Butterfly Cottage, Salthill Road, Chichester PO19 3PY

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2021 were presented to the meeting of the Church trustees held on 14 October 2021

Signature of the Chair of the meeting Deborah Mabbitt

Name of the Chair of the meeting DEBORAH MABBITT Date 14/10/21

Name of Church - Christ Church Chichester

Charity No 1139545

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 give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting 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.

I have obtained independent verification of all investments with the Trustees for Methodist Church Purposes or held in other trusts, bank balances and funds at the Central Finance Board of the Methodist Church which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

Signature of independent examiner *Paul Bernard Robinson*

Paul Bernard Robinson

Name of independent examiner

MAAT FCIE

Relevant professional qualification of independent examiner

Independent Examiners Ltd

Name of firm (where appropriate)

2 Broadbridge Business Centre, Delling Lane

Address

Bosham, West Sussex

PO18 8NF

..... Post Code

4th November 2021

Date

