

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

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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.

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 13 February 2024.

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 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

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

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 on13/02/2024.....

Signed on behalf of the TrusteesH. 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
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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
 Total Unrestricted Funds	 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.