

SWANFIELD CHAPEL

England & Wales · Charity number 1143499

Details

Status Registered

Legal form Charitable company

Company number [07738949](#)

Registered 2011-08-23

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

Contact

Address Dormer Cottage
Old Broyle Road
West Broyle
Chichester
PO19 3PR

Phone 01243780334

Website www.swanfieldchapel.org.uk

Activities

Objects: THE ADVANCEMENT OF THE CHRISTIAN FAITH IN ACCORDANCE WITH THE STATEMENT OF FAITH

Activities: The advancement of religion by acting as a church in Chichester and by missionary work worldwide.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£255,364	£79,530	-	-
2023-12-31	£54,187	£66,337	-	-
2022-12-31	£43,928	£73,657	-	-
2021-12-31	£82,152	£51,268	-	-
2020-12-31	£182,239	£38,437	-	-

Trustees

Name	Role	Appointed
ROBERT ALAN WAKEFORD	Chair	2013-06-05
DAVID JOHN THURLOW		2011-08-18
EUAN HECTOR MENZIES		2014-05-16
LEE DARREN JERROMES		2011-08-23
Thomas Strivens		2024-05-17
Trevor Ernest JAMES		2011-08-18

SWANFIELD CHAPEL

England & Wales - Charity number 1143499

Accounts

COMPANY REGISTRATION NUMBER: 07738949 (England & Wales)
CHARITY REGISTRATION NUMBER: 01143499

Swanfield Chapel
Company Limited by Guarantee
Trustees' Report
and
Financial Statements
For The Year Ended 31 December 2024

**Swanfield Chapel
Company Limited by Guarantee
Trustees' Report and Financial Statements
Year Ended 31 December 2024**

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**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Report (Incorporating the Directors' Report)

Year Ended 31 December 2024

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 December 2024.

Reference and administrative details

Company registration number 07738949

Charity registration number 01143499

Website www.swanfieldchapel.org.uk

Facebook @swanfieldchapelchi.

Registered office 117 Swanfield Drive
Chichester
West Sussex
PO19 6TD

Pastor Steve Davies

Trustees Trevor James
Lee Jerromes
Euan Menzies
Tom Strivens (Appointed May 2024)
David Thurlow
David Wakeford
Rob Wakeford
(Chairman)

Company secretary David Thurlow

Elders Steve Davies
Jon Taylor

Deacons Gilly Blacklee (Appointed February 2024 Resigned August 2025)
Jon Bull
Wendy Dearling (Appointed March 2025)
Tom Strivens

Treasurer Trevor James

Independent Examiner James Tickell BSc FCA
21 Southdown Road
Waterlooville
Hants
PO8 0ET

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

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Report (Incorporating the Directors' Report)

Year Ended 31 December 2024

Structure, governance and management

Company and Charity Status

Swanfield Chapel ("the Charity") is a company limited by guarantee and is governed by its Articles of Association. It was incorporated on 12 August 2011 and was registered with the Charity Commission in England and Wales on 23 August 2011. The trustees are the members of the Charity. They have no shareholdings but in the event of a winding up each has undertaken to contribute to the payment of liabilities such an amount as may be required not exceeding a total of £10.

Structure

Swanfield Chapel is an evangelical church that from 1938 to 1972 met in Chapel Street, Chichester and from 1972 onwards in Swanfield Drive, Chichester. It was governed by a trust deed dated 12 January 1938 (the "Old Charity"). On 12 August 2011 the Trustees registered a charitable company limited by guarantee (the "New Charity"). On 1 January 2012 the activities of the Old Charity and its assets and liabilities, with the exception of the church building, were transferred to the New Charity. The church building remains in the Old Charity because the 1938 trust does not contain the power to transfer this asset. The New Charity has been granted an informal licence to occupy the building and has taken responsibility for its repair and insurance. In October 2017 the New Charity was appointed the sole trustee of the Old Charity. In this report the words "Chapel" and "Charity" are used to describe the occupying and operating entity.

Recruitment, Appointment and Training of Trustees

Trustees are recruited from those who share the Charity's aims and aspirations and who, in accordance with the Charity's Articles, sign up to, abide by and live in accordance with the Charity's statement of faith. They must also have won the confidence of the members of the Chapel through their commitment and conduct and must be able to bring a breadth and depth of experience and skills to the trustee body. Prior to appointment Trustees are briefed on the Charity's activities and complete Fit and Proper Person forms and Declarations of Interests. They take seriously the obligation to maintain their knowledge.

Tom Strivens, a member of the Chapel, was appointed as a trustee in May 2024.

Risk Management

The Trustees have identified the major risks to which they believe the Charity is exposed and systems have been established to minimise those risks. The risks are formally reviewed at each trustees' meeting. The principal risks relate to the building and to the activities carried out in the building. In May 2019 the Trustees received safeguarding training to ensure they understood their responsibilities in this area. Following a health and safety review a programme of works was started to address sundry issues.

Governance

The overall responsibility for the Chapel rests with the Trustees who met once during the year to receive reports on the Chapel's activities. The day to day operating decisions rest with the Elders who meet formally once each month and who informally are in constant communication with each other. Deacons, who are responsible for practical matters, support the Elders and meet with them each quarter.

The Bible gives clear guidance that Christians should be above reproach in all they do. Seeking to apply this Biblical imperative the Trustees endeavour to apply the Charity Governance Code and the Nolan principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership). Furthermore believing that corruption, bribery and unfair actions hamper development and impede progress they insist on integrity in all of the Charity's activities.

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Report (Incorporating the Directors' Report)

Year Ended 31 December 2024

Objectives and activities

The Chapel seeks to honour God and demonstrate the Christian faith in action by acting as a church in the community and through support for missionary work both in the United Kingdom and overseas.

This is achieved by:

- holding services for worship;
- preaching and expounding the word of God, the Bible;
- holding meetings for the instruction of adults, young people and children in the word of God;
- reaching out to those not of the Christian faith to make Christ known;
- encouraging interest in missionary activities.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit.

They strongly believe in the public benefit of services for the worship of God, and the public benefit of activities which promote the Word of God and lead people to faith in the Lord Jesus Christ as their Saviour.

Individuals are taught to be responsible, to contribute to the welfare of society, to respect the authorities in society, and to show genuine care for their neighbours and the environment. The practical benefit comes through promoting happy marriages and homes where children experience love and care and grow up to become good citizens and in the provision of support to those in need.

Achievements and performance

The Chapel's activities during the year included:

- Services at 10.30am each Sunday morning, which were also available remotely using Zoom for those unable to attend in person and as sound recordings on the Chapel's website;
- Life Exhibition, for junior school children;
- Children's activities during the Sunday morning service;
- Ladies Bible studies on alternate Wednesdays;
- Remote prayer meetings using Zoom on alternate Thursday evenings;
- Home Bible Studies in person and on Zoom (including a Spanish group);
- Toddler Group each Friday morning during Spring and Summer terms;
- Crossroads, a monthly group for school pupils in year 7 and above;
- Hot Potato, a monthly lunch on Wednesdays with an invited speaker;
- Step In, a monthly group for year 3 to 7 school pupils;
- Craft Group on alternate Friday afternoons;
- Monthly prayer meeting for the Elders and Deacons;
- Half-term Children's Holiday Club in February;
- Good Friday Hot Cross Bun distribution in City Centre (with other churches);
- Easter Saturday activity for families and the community;
- Advent Songs of Praise;
- Spanish language Carol Service
- Board Games Night on 28 January;
- Quiz Night on 21 October;
- Fireworks and a bonfire on 4 November;
- Carols by candle light service on Christmas Eve;
- Facebook page.

**Swanfield Chapel
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Trustees' Report (Incorporating the Directors' Report)

Year Ended 31 December 2024

With Christians from other Chichester churches members of the Chapel participated in joint activities including the Chichester District Foodbank and the Chichester Cathedral Bell Tower Youth Drop-In.

All meetings are open to the public and to ensure no one is prevented from attending the Chapel does not charge for any activity.

Church Attendance

Approximately 55 adults and children attended the Chapel's Sunday services regularly. It is estimated that during the year a total of 150 people were present at an activity either in the building or on Zoom and that in addition 320 school children attended the Life Exhibition.

Pastoral support

The Pastor Steve Davies, Jon Taylor, the Elder, and the Deacons together with other members of the Chapel endeavoured to provide pastoral support throughout the year.

Volunteers

The majority of the activities of the Chapel are undertaken by volunteers. No record is kept of the time given on a voluntary basis but without this contribution to the Chapel it would not function.

Financial review

The Chapel's policy for many years has been that the only collection taken up should be at the weekly 10.30am Sunday morning service. There are no fundraising activities and no charges are made for any of the Chapel's activities. Regular financial support for missionary and similar activities throughout the year was by a gift each month from the Chapel's unrestricted funds and added to this were any sums designated for that purpose by donors. The intended recipient of each designated collection is announced in advance and all funds collected are remitted without deduction to the recipient. Since the funds are income of the Chapel and the intended recipient is determined by the Elders the income is designated rather than restricted and therefore the tax recovered under Gift Aid is unrestricted income. The funds from this source, together with the weekly collections and one off gifts from members of the Chapel are used for the operational costs of the Chapel.

The Chapel is the beneficiary of a £50,000 specific legacy and a share of the residue of the estate of a Chapel member. The deceased's executors paid £40,000 to the Chapel during 2022 and £10,000 during 2023. The nature of the estate means that the Chapel's share of any residue cannot be estimated and therefore in accordance with the Charities SORP any possible residue has not been recognised. After the year end the Chapel was notified that it was the beneficiary of a share of the residue of the estate of a Chapel member who died in 2024. £200,000 was received on 30 May 2025. In accordance with the Charities SORP that sum has been recognised as at 31 December 2024 but, since it is not possible to quantify whether there will be additional sums due to the Chapel, no further income has been recognised.

Excluding legacies and investment gains there was a £24,166 deficit for the year. (2023 deficit £12,150 excluding legacies and investment gains).

Reserves policy

The appointment of a Pastor materially changed the Chapel's contractual liabilities. Previously on the basis that the Chapel had no material liabilities, the Chapel's buildings were in good order, and experience had shown that when a specific need had arisen Chapel members had provided financial support to meet the need, the reserves policy was that there was no need to hold substantial free reserves. This policy is being reviewed.

Legacies received in recent years mean that the Chapel has substantial reserves and will be able to meet any shortfalls or unplanned expenditure.

**Swanfield Chapel
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Trustees' Report (Incorporating the Directors' Report)

Year Ended 31 December 2024

Pay policy and procedures

The Pastor's salary is benchmarked against pay for individuals undertaking similar work in a church context and is reviewed annually. Visiting speakers who are engaged in full time Christian work are paid a fee based on the nature of the service rendered. The appropriate level of each fee is determined by the Chapel's treasurer and reported by him to the Elders.

Trustees do not receive any payment or benefits for their work either as trustees or as volunteers. Those who are members of the Chapel contribute financially to the work of the Chapel.

Investment policy

Funds not required for current needs may be invested in investments of any kind at the absolute discretion of the Trustees. Day to day investment decisions are made by the Elders and Deacons in liaison with the Chapel's treasurer.

Fundraising

As a matter of policy the Chapel does not undertake any fundraising activities.

Plans for future periods

Along with other Christians, the members of the Chapel sense both the imperative of worship and the urgency to fulfil the command to go into all the world and make disciples of all nations. These two themes will continue to direct the Chapel's activities and future developments.

The Elders who include the Pastor are considering plans for the future. They are encouraged by the number of new younger people who have joined the church but they are aware of the fact that these people have work obligations and that those who have undertaken much of the work are reaching a point where age and health issues is impacting their abilities and this is leading to a reduced number of people able to play an active part in the Chapel's life and a reduced number of people able to lead.

Independent Examiner

James Tickell has signified his willingness to continue in office as independent examiner.

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Report (Incorporating the Directors' Report)

Year Ended 31 December 2024

and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charity's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 14 October 2025 and signed on behalf of the board of trustees by:



Trevor James
Trustee

**Swanfield Chapel
Company Limited by Guarantee**

Independent examiner's report to the trustees of Swanfield Chapel

Year Ended 31 December 2024

I report to the charity trustees on my examination of the accounts of Swanfield Chapel for the year ended 31 December 2024.

Responsibility and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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



James Tickell BSc FCA
21 Southdown Road
Waterlooville
Hants
PO8 0ET

30 October 2025

**Swanfield Chapel
Company Limited by Guarantee**

**Statement of Financial Activities
(including income and expenditure account)**

Year Ended 31 December 2024

	Note	Unrestricted funds £	Designated funds £	Total Funds 2024	Total Funds 2023 £
Income					
Donations and grants	5	36,599	13,052	49,651	44,486
Legacies	6	200,000	0	200,000	5,875
Other income	7	5,713	0	5,713	3,826
Total income		<u>242,312</u>	<u>13,052</u>	<u>255,364</u>	<u>54,187</u>
Expenditure					
Raising funds		0	0	0	0
Expenditure on charitable activities	8	62,048	1,605	63,653	52,965
Missionary and similar gifts	9	4,420	11,457	15,877	13,372
Total expenditure		<u>66,468</u>	<u>13,062</u>	<u>79,530</u>	<u>66,337</u>
Income/(expenditure) before other gains/(losses)		175,844	(10)	175,834	(12,150)
Other recognised gains/(losses)					
Unrealised gain/(loss) on investment assets	14	1,760	0	1,760	3,809
Net income/(expenditure) and net movement in funds		<u>177,604</u>	<u>(10)</u>	<u>177,594</u>	<u>(8,341)</u>
Reconciliation of funds					
Total funds brought forward		453,586	20	453,606	461,947
Total funds carried forward		<u>631,190</u>	<u>10</u>	<u>631,200</u>	<u>453,606</u>

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

All income and expenditure derive from continuing activities.

The notes on pages 10 to 16 form part of these financial statements

**Swanfield Chapel
Company Limited by Guarantee**

Balance Sheet

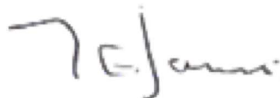
31 December 2024

		2024	2023
		£	£
Fixed assets			
Investments	14	36,361	34,601
Tangible assets	15	<u>252,607</u>	<u>252,607</u>
		288,968	287,208
Current assets			
Stocks	16	0	0
Debtors	17	203,017	4,040
Cash at bank and in hand		<u>141,593</u>	<u>164,090</u>
		344,610	168,130
Creditors: amounts falling due within one year	18	<u>2,378</u>	<u>1,732</u>
Net current assets		342,232	166,398
Total assets less current liabilities		631,200	453,606
Creditors: amounts falling due after more than one year		0	0
Net assets		<u><u>631,200</u></u>	<u><u>453,606</u></u>
Funds of the charity			
Designated funds		10	20
Unrestricted funds		<u>631,190</u>	<u>453,586</u>
Total charity funds	19	<u><u>631,200</u></u>	<u><u>453,606</u></u>

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

The trustees, who are also the directors, consider that the company is entitled to exemption from the requirements to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the board of trustees and authorised for issue on 14 October 2025 and were signed on behalf of the board by:



Trevor James
Trustee

Company Registration Number 01143499

The notes on pages 10 to 16 form part of these financial statements

**Swanfield Chapel
Company Limited by Guarantee
Notes to the Financial Statements
Year Ended 31 December 2024**

1. General information

The Charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 117 Swanfield Drive, Chichester, West Sussex PO19 6TD

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

Swanfield Chapel meets the definition of a public benefit entity under FRS 102.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the Charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds, including designated funds, are available for use at the discretion of the Trustees to further any of the Charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations, grants and legacies is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.
- Tax recoverable under gift aid is recognised when the relevant gift aid donation is recognised.

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2024

3. Accounting policies (continued)

- Top-up payments under the Gift Aid Small Donations Scheme are recognised when the cash donations which form the basis of the claim are received.
- Donated facilities and services are recognised when received if the value can be reliably measured. No amounts are included for the contribution of volunteers.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred.

- Expenditure on charitable activities includes all costs incurred by the Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries.
- Other expenditure includes all expenditure that is not expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities on a reasonable, justifiable and consistent basis.

Operating leases

There are no operating leases. Any lease payments would be recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives would be recognised as a reduction to expense over the lease term, on a straight-line basis. No value is attributed to the occupation of the Chapel building occupied by the Charity under an informal licence.

Tangible assets

Tangible assets are recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Furniture, equipment and fixtures and fittings

Furniture, equipment and fixtures and fittings directly replacing existing assets or costing less than £2,000 is written off in the year of purchase. Furniture, equipment and fixtures and fittings costing more than £2,000 is capitalised. Furniture, equipment and fixtures and fittings transferred to the Charity on 1 January 2012 has not been valued.

Depreciation

Freehold property is not depreciated.

Depreciation of other tangible assets is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset

Stocks

Stocks are measured at the lower of cost and net realisable value.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2024

3. Accounting policies (continued)

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

A financial asset or a financial liability is recognised only when the Charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Limited by guarantee

Swanfield Chapel is a company limited by guarantee and accordingly does not have a share capital. Every member of the charitable company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

5. Donations and grants

	Unrestricted Funds £	Designated Funds £	Total Funds 2024 £	Total Funds 2023 £
Donations - unrestricted				
Offerings and donations	36,599	0	36,599	34,514
Grants				
Grants receivable	0	0	0	800
Donations - designated				
Offerings and donations	0	13,052	13,052	9,172
	<u>36,599</u>	<u>13,052</u>	<u>49,651</u>	<u>44,486</u>
Year ended 31 December 2023	<u>34,514</u>	<u>9,972</u>		

6. Legacies

	Unrestricted Funds £	Designated Funds £	Total Funds 2024 £	Total Funds 2023 £
Legacies receivable	200,000	0	200,000	5,875
Year ended 31 December 2023	<u>5,875</u>	<u>0</u>		

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2024

7. Other income

The Chapel building is not hired out for use by other organisations but from time to time organisations with objects which are in line with those of the Chapel use the building free of charge. Similarly some are permitted to use the car park. Some users of the building and the car park make donations to the Chapel as a mark of their thanks.

	Unrestricted Funds £	Designated Funds £	Total Funds 2024 £	Total Funds 2023 £
Gifts from users of building & car park	907	0	907	1,140
Interest received	4,806	0	4,806	2,686
	<u>5,713</u>	<u>0</u>	<u>5,713</u>	<u>3,826</u>

8. Expenditure on charitable activities by activity type

	Unrestricted Funds £	Designated Funds £	Total Funds 2024 £	Total Funds 2023 £
Pastor's salary	29,168	0	29,168	25,120
Pastor's accommodation	4,025	0	4,025	3,743
Speakers and local workers	290	0	290	490
Utilities	5,713	0	5,713	4,535
Maintenance	10,607	0	10,607	11,718
Holiday Club	724	635	1,359	1,393
Life Exhibition	3,185	960	4,145	0
Other costs	8,336	10	8,346	5,966
	<u>62,048</u>	<u>1,605</u>	<u>63,653</u>	<u>52,965</u>

9. Missionary and similar gifts

Where a missionary has been commended by the Chapel it is the practice to support them financially. Strict compliance with the Charities Statement of Recommended Practice (SORP) may regard this as constituting a constructive obligation such that future support should be accounted for in these accounts as a liability. The Trustees are confident the missionaries would not view their support as an open-ended obligation by the Chapel.

	Unrestricted Funds £	Designated Funds £	Total Funds 2024 £	Total Funds 2023 £
Missionaries from Swanfield Chapel	1,600	700	2,300	1,880
Other missionary and similar gifts	2,820	10,757	13,577	11,492
	<u>4,420</u>	<u>11,457</u>	<u>15,877</u>	<u>13,372</u>

10. Net income

Net income is stated after charging:

	2024 £	2023 £
Depreciation of tangible fixed assets	0	0
Professional fees – Independent examiner's remuneration	0	0
Trustees' meeting expenses	0	0
	<u>0</u>	<u>0</u>

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2024

11. Independent examiner's remuneration

	2024	2023
	£	£
Fees payable for the examination of the financial statements	0	0
	<u>0</u>	<u>0</u>

12. Staff costs

Total remuneration paid to The Chapel's full time Pastor, including employer's pension and social security costs, was £29,168 (2023: £25,120). From time to time individuals who are not members of the Chapel and not employees are paid fees for assistance with preaching and other activities. The total paid to individuals was £290 (2023: £490). Many of the Chapel's activities are carried out by volunteers who are unpaid and do not receive any reimbursement of expenses.

13. Trustee remuneration and expenses

None of the Trustees or persons connected with them received any remuneration, benefits or reimbursement of expenses in the year for work as a trustee (2023:None). Any claim for expenses would be subject to the Charity's normal internal control procedures.

14. Investments

139.52 CCLA COIF Investment accumulation units purchased April 2021 Cost	30,000
Market value 31 December 2023	34,601
Market value 31 December 2024	36,361
	<u>1,760</u>
Gain	1,760
Prior Year Gain	<u>3,809</u>

15. Tangible fixed assets

The Chapel owns the freehold of 90 Baxendale Road, Chichester purchased in November 2011. The property is insured for £463,408. The Chapel's furnishings, fittings and equipment were transferred to the Charity at nil cost on 1 January 2012. They were not valued at the time of transfer and have not been capitalised. The insured value of the contents is £91,977. The Charity is the corporate trustee of the charity which owns the freehold of the church building, which is insured for £1,307,622.

	Freehold Property	Furnishings, fittings and equipment	Total
	£	£	£
Cost			
At 1 January 2024	252,607	0	252,607
Additions	0	0	0
At 31 December 2024	<u>252,607</u>	<u>0</u>	<u>252,607</u>
Depreciation			
At 1 January 2024	0	0	0
Charge for the year	0	0	0
At 31 December 2024	<u>0</u>	<u>0</u>	<u>0</u>
Carrying amount			
At 31 December 2024	<u>252,607</u>	<u>0</u>	<u>252,607</u>
At 31 December 2023	<u>252,607</u>	<u>0</u>	<u>252,607</u>

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2024

16. Stocks

Other than a small incidental stock of cleaning materials, catering supplies and stationary which are not valued, the Charity holds no stocks (2023: Nil).

17. Debtors

	2024	2023
	£	£
Prepayments	969	759
Tax recoverable	1,993	3,226
Legacy receivable	200,000	0
Other debtors	55	55
	<u>203,017</u>	<u>4,040</u>

18. Creditors: amounts falling due within one year

	2024	2023
	£	£
PAYE and Social Security	1,244	1,066
Donations received in advance	10	10
Other creditors and accruals	1,124	656
	<u>2,378</u>	<u>1,732</u>

19. Analysis of charitable funds

	At 1 January 2024 £	Income £	Expenditure £	Investment Gain £	At 31 December 2024 £
Unrestricted	453,586	242,312	(66,468)	1,760	631,190
Designated	20	13,052	(13,062)	0	10
	<u>453,606</u>	<u>255,364</u>	<u>(79,530)</u>	<u>1,760</u>	<u>631,200</u>

Charitable funds – Prior Year

	At 1 January 2023 £	Income £	Expenditure £	Investment Loss £	At 31 December 2023 £
Unrestricted	461,927	44,215	(56,365)	3,809	453,586
Designated	20	9,972	(9,972)	0	20
	<u>461,947</u>	<u>54,187</u>	<u>(66,337)</u>	<u>3,809</u>	<u>453,606</u>

The Unrestricted Fund represents the resources freely available to further the general objectives of the Charity. However, £252,607 is represented by the freehold property held for occupation by the Chapel's Pastor. Excluding this the unrestricted funds are £378,583 (2023: £200,999).

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2024

20. Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Total Funds 2024 £
Fixed asset investments	36,361	0	36,361
Tangible assets	252,607	0	252,607
Current assets	344,600	10	344,610
Creditors less than 1 year	(2,378)	(0)	(2,378)
Creditors greater than 1 year	(0)	(0)	(0)
Net assets	<u>631,190</u>	<u>10</u>	<u>631,200</u>

Prior Year	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £
Fixed asset investments	34,601	0	34,601
Tangible fixed assets	252,607	0	252,607
Current assets	168,110	20	168,130
Creditors less than 1 year	(1,732)	(0)	(1,732)
Creditors greater than 1 year	(0)	(0)	(0)
Net assets	<u>453,586</u>	<u>20</u>	<u>453,606</u>

21. Operating lease commitments

There are no operating lease commitments (2023: None).

22. Pension commitments

The Chapel operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Chapel in an independently administered fund. The pension contributions payable by the Chapel to the fund during the year amounted to £584 (2023: £550). December 2024 employer and employee contributions totalling £129 (2023: £107) were payable to the fund at the Balance Sheet date.

23. Related parties

Three of the Trustees are members of the Chapel and are directly involved in its activities. They benefit from the Chapel's activities on the same basis as other members of the Chapel.

Trustees and their related parties made donations to the Charity during the year.

Trevor James, a Trustee, is also trustee of other charities and an Ambassador for the Sussex Community Foundation. Transactions between Swanfield Chapel and charities of which he was a trustee or ambassador during the year were as follows:

- *St Olav Trust (charity no 1125863)*: Purchased Christian books and other materials, on the same terms as any other purchaser, costing in total £2,115 (including new hymn books costing £1,077) (2023: £586.18).
- *Sussex Community Foundation (charity number 1113226)*: Received no grant. (2023:£800).
- *The Christian Institute (charity no 1004774)*: Made donations of £300.00 to support its work (2023: £260.00).
- *The Royal National Mission to Deep Sea Fishermen (The Fishermen's Mission) (charity number 232822)*: Made no donations to support its work (2023: £100.00)

SWANFIELD CHAPEL

England & Wales - Charity number 1143499

Accounts

COMPANY REGISTRATION NUMBER: 07738949 (England & Wales)
CHARITY REGISTRATION NUMBER: 01143499

Swanfield Chapel
Company Limited by Guarantee
Financial Statements
For The Year Ended 31 December 2023

**Swanfield Chapel
Company Limited by Guarantee
Financial Statements
Year Ended 31 December 2023**

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Independent examiner's report	7
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**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2023

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 December 2023.

Reference and administrative details

Company registration number	07738949
Charity registration number	01143499
Website	www.swanfieldchapel.org.uk
Facebook	@swanfieldchapelchi.
Registered office	117 Swanfield Drive Chichester West Sussex PO19 6TD
Pastor	Steve Davies
Trustees	Anthony Fisher Trevor James (Retired May 2023) Lee Jerromes Euan Menzies Tom Strivens (Appointed May 2024) David Thurlow David Wakeford Rob Wakeford (Chairman)
Company secretary	David Thurlow
Elders	Steve Davies Trevor James (Retired September 2023) Jon Taylor
Deacons	Gilly Blacklee (Appointed February 2024) Jon Bull Tom Strivens
Treasurer	Trevor James
Independent Examiner	James Tickell BSc FCA 21 Southdown Road Waterlooville Hants PO8 0ET
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2023

Structure, governance and management

Company and Charity Status

Swanfield Chapel ("the Charity") is a company limited by guarantee and is governed by its Articles of Association. It was incorporated on 12 August 2011 and was registered with the Charity Commission in England and Wales on 23 August 2011. The trustees are the members of the Charity. They have no shareholdings but in the event of a winding up each has undertaken to contribute to the payment of liabilities such an amount as may be required not exceeding a total of £10.

Structure

Swanfield Chapel is an evangelical church that from 1938 to 1972 met in Chapel Street, Chichester and from 1972 onwards in Swanfield Drive, Chichester. It was governed by a trust deed dated 12 January 1938 (the "Old Charity"). On 12 August 2011 the Trustees registered a charitable company limited by guarantee (the "New Charity"). On 1 January 2012 the activities of the Old Charity and its assets and liabilities, with the exception of the church building, were transferred to the New Charity. The church building remains in the Old Charity because the 1938 trust does not contain the power to transfer this asset. The New Charity has been granted an informal licence to occupy the building and has taken responsibility for its repair and insurance. In October 2017 the New Charity was appointed the sole trustee of the Old Charity. In this report the words "Chapel" and "Charity" are used to describe the occupying and operating entity.

Recruitment, Appointment and Training of Trustees

Trustees are recruited from those who share the Charity's aims and aspirations and who, in accordance with the Charity's Articles, sign up to, abide by and live in accordance with the Charity's statement of faith. They must also have won the confidence of the members of the Chapel through their commitment and conduct and must be able to bring a breadth and depth of experience and skills to the trustee body. Prior to appointment Trustees are briefed on the Charity's activities and complete Fit and Proper Person forms and Declarations of Interests. They take seriously the obligation to maintain their knowledge.

Risk Management

The Trustees have identified the major risks to which they believe the Charity is exposed and systems have been established to minimise those risks. The risks are formally reviewed at each trustees' meeting. The principal risks relate to the building and to the activities carried out in the building. In May 2019 the Trustees received safeguarding training to ensure they understood their responsibilities in this area. During 2023 First Aid refresher training and Firewarden training was undertaken by the relevant members of the Chapel.

Governance

The overall responsibility for the Chapel rests with the Trustees who met once during the year to receive reports on the Chapel's activities. The day to day operating decisions rest with the Elders who meet formally once each month and who informally are in constant communication with each other. Deacons, who are responsible for practical matters, support the Elders and meet with them each quarter.

Trevor James who had served as an Elder for many years retired from that office in September 2023. He continues as a Trustee and as an active member of the Chapel.

The Bible gives clear guidance that Christians should be above reproach in all they do. Seeking to apply this Biblical imperative the Trustees endeavour to apply the Charity Governance Code and the Nolan principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership). Furthermore believing that corruption, bribery and unfair actions hamper development and impede progress they insist on integrity in all of the Charity's activities.

**Swanfield Chapel
Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Directors' Report)
Year Ended 31 December 2023**

Objectives and activities

The Chapel seeks to honour God and demonstrate the Christian faith in action by acting as a church in the community and through support for missionary work both in the United Kingdom and overseas. This is achieved by:

- holding services for worship;
- preaching and expounding the word of God, the Bible;
holding meetings for the instruction of adults, young people and children in the word of God;
- reaching out to those not of the Christian faith to make Christ known;
- encouraging interest in missionary activities.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit.

They strongly believe in the public benefit of services for the worship of God, and the public benefit of activities which promote the Word of God and lead people to faith in the Lord Jesus Christ as their Saviour.

Individuals are taught to be responsible, to contribute to the welfare of society, to respect the authorities in society, and to show genuine care for their neighbours and the environment. The practical benefit comes through promoting happy marriages and homes where children experience love and care and grow up to become good citizens and in the provision of support to those in need.

Achievements and performance

the easing and effective removal of Covid-19 restrictions allowed the gradual opening up of the Chapel's activities which during the year included:

- Services at 10.30am each Sunday morning, which were also available remotely using Zoom for those unable to attend in person and as sound recordings on the Chapel's website;
- 24 hour prayer on 14/15 July;
- Young people's activities during the Sunday morning service;
- Ladies Bible studies on alternate Wednesday afternoons;
- Remote prayer meetings using Zoom on alternate Thursday evenings;
- Home Bible Studies in person and on Zoom (including a Spanish group);
- Toddler Group each Friday morning during term time;
- Hot Potato, a monthly lunch on Wednesdays with an invited speaker;
- Step In, a monthly group for year 3 to 7 school pupils;
- Craft Group on alternate Friday afternoons;
- Monthly prayer meeting for the Elders and Deacons;
- Half-term Children's Holiday Club in February;
- Good Friday Hot Cross Bun distribution in City Centre (with other churches);
- Easter Saturday activity for families and the community;
- Advent Songs of Praise;
- Board Games Night on 28 January;
- Quiz Night on 21 October;
- Fireworks and a bonfire on 4 November;
- Carols by candle light service on Christmas Eve;
- Facebook page.

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2023

With Christians from other Chichester churches members of the Chapel participated in joint activities including the Chichester District Foodbank and the Chichester Cathedral Bell Tower Youth Drop-In.

All meetings are open to the public and to ensure no one is prevented from attending the Chapel does not charge for any activity.

Church Attendance

Approximately 55 adults and children attended the Chapel's Sunday services regularly. It is estimated that during the year a total of 150 people were present at an activity either in the building or on Zoom.

Pastoral support

The Pastor Steve Davies and the Elders and Deacons together with other members of the Chapel endeavoured to provide pastoral support throughout the year.

Volunteers

The majority of the activities of the Chapel are undertaken by volunteers. No record is kept of the time given on a voluntary basis but without this contribution to the Chapel it would not function.

Financial review

The Chapel's policy for many years has been that the only collection taken up should be at the weekly 10.30am Sunday morning service. There are no fundraising activities and no charges are made for any of the Chapel's activities. Regular financial support for missionary and similar activities throughout the year was by a gift each month from the Chapel's unrestricted funds and added to this were any sums designated for that purpose by a donor. The intended recipient of each designated collection is announced in advance and all funds collected are remitted without deduction to the recipient. Since the funds are income of the Chapel and the intended recipient is determined by the Elders the income is designated rather than restricted and therefore the tax recovered under Gift Aid is unrestricted income. The funds from this source, together with the weekly collections and one off gifts from members of the Chapel are used for the operational costs of the Chapel.

In November 2022 the Chapel received a £5,000 grant from the Sussex Community Foundation to assist churches with additional costs resulting from opening during the winter months as warm hubs. Although held in the Chapel's bank account at 31 December 2022 the funds were not recognised as income of the Chapel because they were being held as bare trustee for the churches in Chichester. These funds were distributed during 2023. The portion allocated to the Chapel (£800) were recognised in 2023.

The Chapel is the beneficiary of a £50,000 specific legacy and a share of the residue of the estate of a Chapel member. The deceased's executors paid £40,000 to the Chapel during 2022 and £10,000 during 2023. The nature of the estate means that the Chapel's share of any residue cannot be estimated and therefore in accordance with the Charities SORP any possible residue has not been recognised.

Excluding legacies and investment gains there was a £12,150 deficit for the year. (2022 deficit £29,729 excluding legacies and investment gains).

Reserves policy

The appointment of a Pastor materially changed the Chapel's contractual liabilities. Previously on the basis that the Chapel had no material liabilities, the Chapel's buildings were in good order, and experience had shown that when a specific need had arisen Chapel members had provided financial support to meet the need, the reserves policy was that there was no need to hold substantial free reserves. This policy is being reviewed.

**Swanfield Chapel
Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Directors' Report)
Year Ended 31 December 2023**

Pay policy and procedures

The Pastor's salary is benchmarked against pay for individuals undertaking similar work in a church context and is reviewed annually. Visiting speakers who are engaged in full time Christian work are paid a fee based on the nature of the service rendered. The appropriate level of each fee is determined by the Chapel's treasurer and reported by him to the Elders.

Trustees do not receive any payment or benefits for their work either as trustees or as volunteers. Those who are members of the Chapel contribute financially to the work of the Chapel.

Investment policy

Funds not required for current needs may be invested in investments of any kind at the absolute discretion of the Trustees. Day to day investment decisions are made by the Elders and Deacons in liaison with the Chapel's treasurer.

Fundraising

As a matter of policy the Chapel does not undertake any fundraising activities.

Plans for future periods

Along with other Christians, the members of the Chapel sense both the imperative of worship and the urgency to fulfil the command to go into all the world and make disciples of all nations. These two themes will continue to direct the Chapel's activities and future developments.

The Elders who include the Pastor are considering plans for the future and envisage any changes will address the age and health issues of the members which are leading to a reduced number of people able to play an active part in the Chapel's life and a reduced number of people able to lead.

Independent Examiner

James Tickell has signified his willingness to continue in office as independent examiner.

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2023

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

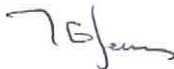
The trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charity's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 29 September 2024 and signed on behalf of the board of trustees by:



Trustee

**Swanfield Chapel
Company Limited by Guarantee**

Independent examiner's report to the trustees of Swanfield Chapel

Year Ended 31 December 2023

I report to the charity trustees on my examination of the accounts of Swanfield Chapel for the year ended 31 December 2023.

Responsibility and basis of report

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

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

Independent examiner's statement

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

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

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

James Tickell BSc FCA
21 Southdown Road
Waterlooville
Hants
PO8 0ET

Date 29 September 2024

**Swanfield Chapel
Company Limited by Guarantee**

**Statement of Financial Activities
(including income and expenditure account)**

Year Ended 31 December 2023

	Note	Unrestricted funds £	Designated funds £	Total Funds 2023	Total Funds 2022 £
Income					
Donations and grants	5	34,514	9,972	44,486	41,975
Legacies	6	5,875	0	5,875	0
Other income	7	3,826	0	3,826	1,953
Total income		<u>44,215</u>	<u>9,972</u>	<u>54,187</u>	<u>43,928</u>
Expenditure					
Raising funds		0	0	0	0
Expenditure on charitable activities	8	51,845	1,120	52,965	55,230
Missionary and similar gifts	9	4,520	8,852	13,372	18,427
Total expenditure		<u>56,365</u>	<u>9,972</u>	<u>66,337</u>	<u>73,657</u>
Income/(expenditure) before other gains/(losses)		(12,150)	(0)	(12,150)	(29,729)
Other recognised gains/(losses)					
Unrealised gain/(loss) on investment assets	14	3,809	0	3,809	(3,186)
Net income/(expenditure) and net movement in funds		<u>(8,341)</u>	<u>(0)</u>	<u>(8,341)</u>	<u>(32,915)</u>
Reconciliation of funds					
Total funds brought forward		461,927	20	461,947	494,862
Total funds carried forward		<u>453,586</u>	<u>20</u>	<u>453,606</u>	<u>461,947</u>

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

All income and expenditure derive from continuing activities.

The notes on pages 10 to 16 form part of these financial statements

**Swanfield Chapel
Company Limited by Guarantee**

Balance Sheet

31 December 2023

		2023	2022
		£	£
Fixed assets			
Investments	14	34,601	30,792
Tangible assets	15	252,607	252,607
		<u>287,208</u>	<u>283,399</u>
Current assets			
Stocks	16	0	0
Debtors	17	4,040	13,686
Cash at bank and in hand		164,090	166,762
		<u>168,130</u>	<u>180,448</u>
Creditors: amounts falling due within one year	18	1,732	1,900
Net current assets		<u>166,398</u>	<u>178,548</u>
Total assets less current liabilities		453,606	461,947
Creditors: amounts falling due after more than one year		0	0
Net assets		<u>453,606</u>	<u>461,947</u>
Funds of the charity			
Designated funds		20	20
Unrestricted funds		453,586	461,927
Total charity funds	19	<u>453,606</u>	<u>461,947</u>

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

The trustees, who are also the directors, consider that the company is entitled to exemption from the requirements to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the board of trustees and authorised for issue on 29 September 2024 and are signed on behalf of the board by:



Trustee

Company Registration Number 01143499

The notes on pages 10 to 16 form part of these financial statements

**Swanfield Chapel
Company Limited by Guarantee
Notes to the Financial Statements
Year Ended 31 December 2023**

1. General information

The Charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 117 Swanfield Drive, Chichester, West Sussex PO19 6TD

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

Swanfield Chapel meets the definition of a public benefit entity under FRS 102.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the Charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds, including designated funds, are available for use at the discretion of the Trustees to further any of the Charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations, grants and legacies is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.
- Tax recoverable under gift aid is recognised when the relevant gift aid donation is recognised.

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2023

3. Accounting policies (continued)

- Top-up payments under the Gift Aid Small Donations Scheme are recognised when the cash donations which form the basis of the claim are received.
- Donated facilities and services are recognised when received if the value can be reliably measured. No amounts are included for the contribution of volunteers.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred.

- Expenditure on charitable activities includes all costs incurred by the Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries.
- Other expenditure includes all expenditure that is not expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities on a reasonable, justifiable and consistent basis.

Operating leases

There are no operating leases. Any lease payments would be recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives would be recognised as a reduction to expense over the lease term, on a straight-line basis. No value is attributed to the occupation of the Chapel building occupied by the Charity under an informal licence.

Tangible assets

Tangible assets are recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Furniture, equipment and fixtures and fittings

Furniture, equipment and fixtures and fittings directly replacing existing assets or costing less than £2,000 is written off in the year of purchase. Furniture, equipment and fixtures and fittings costing more than £2,000 is capitalised. Furniture, equipment and fixtures and fittings transferred to the Charity on 1 January 2012 has not been valued.

Depreciation

Freehold property is not depreciated.

Depreciation of other tangible assets is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset

Stocks

Stocks are measured at the lower of cost and net realisable value.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2023

3. Accounting policies (continued)

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

A financial asset or a financial liability is recognised only when the Charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Limited by guarantee

Swanfield Chapel is a company limited by guarantee and accordingly does not have a share capital. Every member of the charitable company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

5. Donations and grants

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
Donations - unrestricted				
Offerings and donations	34,514	0	34,514	27,018
Grants				
Grants receivable	0	800	800	0
Donations - designated				
Offerings and donations	0	9,172	9,172	14,957
	<u>34,514</u>	<u>9,972</u>	<u>44,486</u>	<u>41,975</u>
Year ended 31 December 2022	<u>27,018</u>	<u>14,957</u>		

6. Legacies

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
Legacies receivable	5,875	0	5,875	0
Year ended 31 December 2022	<u>0</u>	<u>0</u>		

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2023

7. Other income

The Chapel building is not hired out for use by other organisations but from time to time organisations with objects which are in line with those of the Chapel use the building free of charge. Similarly some are permitted to use the car park. Some users of the building and the car park make donations to the Chapel as a mark of their thanks.

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
Gifts from users of building & car park	1,140	0	1,140	790
Bank Interest	2,686	0	2,686	1,163
	<u>3,826</u>	<u>0</u>	<u>3,826</u>	<u>1,953</u>

8. Expenditure on charitable activities by activity type

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
Pastor's salary	25,120	0	25,120	24,252
Pastor's accommodation	3,743	0	3,743	10,741
Speakers and local workers	490	0	490	815
Utilities	3,735	800	4,535	
Maintenance	11,718	0	11,718	8,751
Holiday Club	1,073	320	1,393	1,391
Life Exhibition	0	0	0	3,770
Other costs	5,966	0	5,966	5,510
	<u>51,845</u>	<u>1,120</u>	<u>52,965</u>	<u>55,230</u>

9. Missionary and similar gifts

Where a missionary has been commended by the Chapel it is the practice to support them financially. Strict compliance with the Charities Statement of Recommended Practice (SORP) may regard this as constituting a constructive obligation such that future support should be accounted for in these accounts as a liability. The Trustees are confident the missionaries would not view their support as an open-ended obligation by the Chapel.

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
Missionaries from Swanfield Chapel	1,480	400	1,880	1,860
Other missionary and similar gifts	3,040	8,452	11,492	16,567
	<u>4,520</u>	<u>8,852</u>	<u>13,372</u>	<u>18,427</u>

10. Net income

Net income is stated after charging:

	2023 £	2022 £
Depreciation of tangible fixed assets	0	0
Professional fees – Independent examiner's remuneration	0	0
Trustees' meeting expenses	0	0

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2023

11. Independent examiner's remuneration

	2023	2022
	£	£
Fees payable for the examination of the financial statements	<u>0</u>	<u>0</u>

12. Staff costs

Total remuneration paid to The Chapel's full time Pastor, including employer's pension and social security costs, was £25,120(2022: £24,252). From time to time individuals who are not members of the Chapel and not employees are paid fees for assistance with preaching and other activities. The total paid to to individuals was £490 (2022: £815). Many of the Chapel's activities are carried out by volunteers who are unpaid and do not receive any reimbursement of expenses.

13. Trustee remuneration and expenses

None of the Trustees or persons connected with them received any remuneration, benefits or reimbursement of expenses in the year for work as a trustee (2022:None). Any claim for expenses would be subject to the Charity's normal internal control procedures.

14. Investments

139.52 CCLA COIF Investment accumulation units purchased April 2021 Cost	30,000
Market value 31 December 2022	30,792
Market value 31 December 2023	<u>34,601</u>
Gain	<u>3,809</u>
Prior Year Loss	<u>(3,186)</u>

15. Tangible fixed assets

The Chapel owns the freehold of 90 Baxendale Road, Chichester purchased in November 2011. The property is insured for £455,622. The Chapel's furnishings, fittings and equipment were transferred to the Charity at nil cost on 1 January 2012. They were not valued at the time of transfer and have not been capitalised. The insured value of the contents is £91,977. The Charity is the corporate trustee of the charity which owns the freehold of the church building, which is insured for £1,272,006.

	Freehold Property	Furnishings, fittings and equipment	Total
	£	£	£
Cost			
At 1 January 2023	252,607	0	252,607
Additions	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2023	<u>252,607</u>	<u>0</u>	<u>252,607</u>
Depreciation			
At 1 January 2023	0	0	0
Charge for the year	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2023	<u>0</u>	<u>0</u>	<u>0</u>
Carrying amount			
At 31 December 2023	<u>252,607</u>	<u>0</u>	<u>252,607</u>
At 31 December 2022	<u>252,607</u>	<u>0</u>	<u>252,607</u>

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2023

16. Stocks

Other than a small incidental stock of cleaning materials, catering supplies and stationary which are not valued, the Charity holds no stocks (2022: Nil).

17. Debtors

	2023	2022
	£	£
Prepayments	759	1,098
Tax recoverable	3,226	2,533
Legacy receivable	0	10,000
Other debtors	55	55
	<u>4,040</u>	<u>13,686</u>

18. Creditors: amounts falling due within one year

	2023	2022
	£	£
PAYE and Social Security	1,066	972
Donations received in advance	10	0
Other creditors and accruals	656	928
	<u>1,732</u>	<u>1,900</u>

19. Analysis of charitable funds

	At 1 January 2023 £	Income £	Expenditure £	Investment Gain £	At 31 December 2023 £
Unrestricted	461,927	44,215	(56,365)	3,809	453,586
Designated	20	9,972	(9,972)	0	20
	<u>461,947</u>	<u>54,187</u>	<u>(66,337)</u>	<u>3,809</u>	<u>453,606</u>

Charitable funds – Prior Year

	At 1 January 2022 £	Income £	Expenditure £	Investment Loss £	At 31 December 2022 £
Unrestricted	494,312	28,971	(58,170)	(3,186)	461,927
Designated	550	14,957	(15,487)	0	20
	<u>494,862</u>	<u>43,928</u>	<u>(73,657)</u>	<u>(3,186)</u>	<u>461,947</u>

The Unrestricted Fund represents the resources freely available to further the general objectives of the Charity. However £252,607 is represented by the freehold property held for occupation by the Chapel's Pastor. Excluding this the unrestricted funds are £200,999 (2022: £209,320).

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2023

20. Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £
Fixed asset investments	34,601	0	34,601
Tangible assets	252,607	0	252,607
Current assets	168,110	20	168,130
Creditors less than 1 year	(1,732)	(0)	(1,732)
Creditors greater than 1 year	(0)	(0)	(0)
Net assets	<u>453,586</u>	<u>20</u>	<u>453,606</u>
Prior Year	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £
Fixed asset investments	30,792	0	30,792
Tangible fixed assets	252,607	0	252,607
Current assets	180,428	20	180,448
Creditors less than 1 year	(1,900)	(0)	(1,900)
Creditors greater than 1 year	(0)	(0)	(0)
Net assets	<u>461,927</u>	<u>20</u>	<u>461,927</u>

21. Operating lease commitments There are no operating lease commitments (2022: None).

22. Pension commitments

The Chapel operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Chapel in an independently administered fund. The pension contributions payable by the Chapel to the fund during the year amounted to £550 (2022: £523). December 2023 employer and employee contributions totalling £107 (2022: £107) were payable to the fund at the Balance Sheet date.

23. Related parties

Three of the Trustees are members of the Chapel and are directly involved in its activities. They benefit from the Chapel's activities on the same basis as other members of the Chapel.

Trustees and their related parties made donations to the Charity during the year.

Trevor James, a Trustee, is also trustee of other charities and an Ambassador for the Sussex Community Foundation. Transactions between Swanfield Chapel and charities of which he was a trustee or ambassador during the year were as follows:

- *St Olav Trust (charity no 1125863)*: Purchased Christian books and other materials, on the same terms as any other purchaser, costing in total £586.18 (2022: £353.50).
- *Sussex Community Foundation (charity number 1113226)*: Received a grant of £800.00. (2022: Nil).
- *The Christian Institute (charity no 1004774)*: Made donations of £260.00 to support its work (2022: £240.00).
- *The Royal National Mission to Deep Sea Fishermen (The Fishermen's Mission) (charity number 232822)*: Made a donation of £100.00 to support its work (2022: Nil)

SWANFIELD CHAPEL

England & Wales - Charity number 1143499

Accounts

COMPANY REGISTRATION NUMBER: 07738949 (England & Wales)
CHARITY REGISTRATION NUMBER: 01143499

Swanfield Chapel
Company Limited by Guarantee
Financial Statements
For The Year Ended 31 December 2022

**Swanfield Chapel
Company Limited by Guarantee
Financial Statements
Year Ended 31 December 2022**

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**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2022

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 December 2022.

Reference and administrative details

Company registration number 07738949

Charity registration number 01143499

Website www.swanfieldchapel.org.uk

Facebook @swanfieldchapelchi.

Registered office 117 Swanfield Drive
Chichester
West Sussex
PO19 6TD

Pastor Steve Davies

Trustees Anthony Fisher
Trevor James
Lee Jerromes
Euan Menzies
David Thurlow
David Wakeford
Rob Wakeford (Chairman)

Company secretary David Thurlow

Elders Steve Davies
Trevor James
Jon Taylor
David Thurlow (Retired 16 May 2022)

Deacons Jon Bull
Tom Strivens

Independent Examiner James Tickell BSc FCA
21 Southdown Road
Waterlooville
Hants
PO8 0ET

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

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2022

Structure, governance and management

Company and Charity Status

Swanfield Chapel (“the Charity”) is a company limited by guarantee and is governed by its Articles of Association. It was incorporated on 12 August 2011 and was registered with the Charity Commission in England and Wales on 23 August 2011. The trustees are the members of the Charity. They have no shareholdings but in the event of a winding up each has undertaken to contribute to the payment of liabilities such an amount as may be required not exceeding a total of £10.

Structure

Swanfield Chapel is an evangelical church that from 1938 to 1972 met in Chapel Street, Chichester and from 1972 onwards in Swanfield Drive, Chichester. It was governed by a trust deed dated 12 January 1938 (the “Old Charity”). On 12 August 2011 the Trustees registered a charitable company limited by guarantee (the “New Charity”). On 1 January 2012 the activities of the Old Charity and its assets and liabilities, with the exception of the church building, were transferred to the New Charity. The church building remains in the Old Charity because the 1938 trust does not contain the power to transfer this asset. The New Charity has been granted an informal licence to occupy the building and has taken responsibility for its repair and insurance. In October 2017 the New Charity was appointed the sole trustee of the Old Charity. In this report the words “Chapel” and “Charity” are used to describe the occupying and operating entity.

Recruitment, Appointment and Training of Trustees

Trustees are recruited from those who share the Charity's aims and aspirations and who, in accordance with the Charity's Articles, sign up to, abide by and live in accordance with the Charity's statement of faith. They must also have won the confidence of the members of the Chapel through their commitment and conduct and must be able to bring a breadth and depth of experience and skills to the trustee body. Prior to appointment Trustees are briefed on the Charity's activities and complete Fit and Proper Person forms and Declarations of Interests. They take seriously the obligation to maintain their knowledge.

Risk Management

The Trustees have identified the major risks to which they believe the Charity is exposed and systems have been established to minimise those risks. The risks are formally reviewed at each trustees' meeting. The principal risks relate to the building and to the activities carried out in the building. In May 2019 the Trustees received safeguarding training to ensure they understood their responsibilities in this area. A Covid-19 risk assessment carried out in 2020 continued to guide the operations and activities in 2022.

Governance

The overall responsibility for the Chapel rests with the Trustees who met once during the year to receive reports on the Chapel's activities. The day to day operating decisions rest with the Elders who meet formally once each month and who informally are in constant communication with each other. Deacons, who are responsible for practical matters, support the Elders and meet with them each quarter.

David Thurlow who had served as an Elder for many years retired from that office on 16 May 2022. He continues as a Trustee and an active member of the Chapel. The members of the Chapel and the Trustees are truly grateful to him for many years of dedicated and faithful service as an Elder.

The Bible gives clear guidance that Christians should be above reproach in all they do. Seeking to apply this Biblical imperative the Trustees endeavour to apply the Charity Governance Code and the Nolan principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership). Furthermore believing that corruption, bribery and unfair actions hamper development and impede progress they insist on integrity in all of the Charity's activities.

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2022

Objectives and activities

The Chapel seeks to honour God and demonstrate the Christian faith in action by acting as a church in the community and through support for missionary work both in the United Kingdom and overseas.

This is achieved by:

- holding services for worship;
- preaching and expounding the word of God, the Bible;
holding meetings for the instruction of adults, young people and children in the word of God;
- reaching out to those not of the Christian faith to make Christ known;
- encouraging interest in missionary activities.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit.

They strongly believe in the public benefit of services for the worship of God, and the public benefit of activities which promote the Word of God and lead people to faith in the Lord Jesus Christ as their Saviour.

Individuals are taught to be responsible, to contribute to the welfare of society, to respect the authorities in society, and to show genuine care for their neighbours and the environment. The practical benefit comes through promoting happy marriages and homes where children experience love and care and grow up to become good citizens and in the provision of support to those in need.

Achievements and performance

the easing and effective removal of Covid-19 restrictions allowed the gradual opening up of the Chapel's activities which during the year included:

- Services at 10.30am each Sunday morning, which were also available remotely using Zoom for those unable to attend in person and as sound recordings on the Chapel's website;
- Young people's activities during the Sunday morning service (Upper Room Group for teenagers and Kings Club for younger children);
- Ladies Bible studies on Wednesday afternoons;
- Remote prayer meetings using Zoom on Thursday evenings;
- Home Bible Studies in person and on Zoom on alternate Thursdays;
- Toddler Group each Friday morning during term time;
- Step In, a monthly group for year 3 to 7 school pupils;
- Monthly prayer meeting for the Elders and Deacons;
- Half-term Children's Holiday Club in February;
- Good Friday Hot Cross Bun distribution in City Centre (with other churches);
- Easter Saturday activity for families and the community;
- Queen Elizabeth II Platinum Jubilee service on 5 June;
- Quiz Night on 15 October;
- Fireworks and a bonfire on 5 November;
- Life Exhibition for key stage 2 school children attended by over 400 pupils in November;
- Lunch for older people on 7 December;
- Christmas film night on 10 December;
- Carols by candle light service on Christmas Eve;
- Facebook page, which was developed during the year.

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2022

With Christians from other Chichester churches members of the Chapel participated in joint activities including the Chichester District Foodbank and the Chichester Cathedral Bell Tower Youth Drop-In.

All meetings are open to the public and to ensure no one is prevented from attending the Chapel does not charge for any activity.

Church Attendance

Approximately 40 adults and children attended the Chapel's Sunday services regularly. It is estimated that during the year a total of 150 people were present at an activity either in the building or on Zoom.

Pastoral support

The Pastor Steve Davies and the Elders and Deacons together with other members of the Chapel endeavoured to provide pastoral support throughout the year.

Volunteers

The majority of the activities of the Chapel are undertaken by volunteers. No record is kept of the time given on a voluntary basis but without this contribution to the Chapel it would not function.

A young lady from France, Vanessa Bazile, worked with the Chapel as a volunteer between April and July.

Financial review

The Chapel's policy for many years has been that the only collection taken up should be at the weekly 10.30am Sunday morning service. There are no fundraising activities and no charges are made for any of the Chapel's activities. Since the onset of Covid in 2020 regular support for missionary and similar activities has been by making a gift each month from the Chapel's unrestricted funds and added to this are any sums designated for that purpose by a donor. The intended recipient of each designated collection is announced in advance and all funds collected are remitted without deduction to the recipient. Since the funds are income of the Chapel and the intended recipient is determined by the Elders the income is designated rather than restricted and therefore the tax recovered under Gift Aid is unrestricted income. The funds from this source, together with the weekly collections and one off gifts from members of the Chapel are used for the operational costs of the Chapel.

In November the Chapel received a £5,000 grant from the Sussex Community Foundation to assist churches with additional costs resulting from opening during the winter months as warm hubs. Although held in the Chapel's bank account at 31 December 2022 the funds have not been recognised as income of the Chapel because they were being held as bare trustee for the churches in Chichester.

During the previous year the Chapel was advised that it was the beneficiary of a £50,000 specific legacy and a share of the residue of the estate of a Chapel member. The deceased's executors paid £40,000 to the Chapel during 2022 and have advised that the balance of the specific legacy will probably be paid during 2023. The nature of the estate means that the Chapel's share of any residue cannot be estimated and therefore in accordance with the Charities SORP while the £10,000 balance of the £50,000 specific legacy has been recognised as receivable at 31 December 2022 any possible residue has not been recognised.

Excluding the legacy and investment losses there was a £29,729 deficit for the year. (2021 deficit £19,116 excluding legacies and investment gains).

Reserves policy

The appointment of a Pastor materially changed the Chapel's contractual liabilities. Previously on the basis that the Chapel had no material liabilities, the Chapel's buildings were in good order, and experience had shown that when a specific need had arisen Chapel members had provided financial support to meet the

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2022

need, the reserves policy was that there was no need to hold substantial free reserves. This policy is being reviewed.

Pay policy and procedures

The Pastor's salary was set by benchmarking against pay for individuals undertaking similar work in a church context and is reviewed annually. In the light of the impact of inflation the 2023 annual review was brought forward to September 2022. Visiting speakers who are engaged in full time Christian work are paid a fee based on the nature of the service rendered. The appropriate level of each fee is determined by the Chapel's treasurer and reported by him to the Elders.

Trustees do not receive any payment or benefits for their work either as trustees or as volunteers. Those who are members of the Chapel contribute financially to the work of the Chapel.

Investment policy

Funds not required for current needs may be invested in investments of any kind at the absolute discretion of the Trustees. £40,000 of a £50,000 legacy, which was recognised in the financial statements for the year to 31 December 2021, was received in 2022. It was decided to invest £30,000 of these funds with Cambridge and Counties Bank for a term of two years. This investment was in progress at the year end,

Fundraising

As a matter of policy the Chapel does not undertake any fundraising activities.

Plans for future periods

Along with other Christians, the members of the Chapel sense both the imperative of worship and the urgency to fulfil the command to go into all the world and make disciples of all nations. These two themes will continue to direct the Chapel's activities and future developments.

The Elders who include the Pastor are considering plans for the future and envisage any changes will address the age and health issues of the members which are leading to a reduced number of people able to play an active part in the Chapel's life and a reduced number of people able to lead.

Independent Examiner

James Tickell has signified his willingness to continue in office as independent examiner.

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2022

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charity's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 30 September 2023 and signed on behalf of the board of trustees by:

Trevor James
Trustee

**Swanfield Chapel
Company Limited by Guarantee**

Independent examiner's report to the trustees of Swanfield Chapel

Year Ended 31 December 2022

I report to the charity trustees on my examination of the accounts of Swanfield Chapel for the year ended 31 December 2022.

Responsibility and basis of report

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

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

Independent examiner's statement

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

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

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

James Tickell BSc FCA
21 Southdown Road
Waterlooville
Hants
PO8 0ET

Date .30 September 2023

**Swanfield Chapel
Company Limited by Guarantee**

**Statement of Financial Activities
(including income and expenditure account)**

Year Ended 31 December 2022

	Note	Unrestricted funds £	Designated funds £	Total Funds 2022	Total Funds 2021 £
Income					
Donations and grants	5	27,018	14,,957	41,975	30,942
Legacies	6	0	0	0	50,000
Other income	7	1,953	0	1,953	1,210
Total income		<u>28,971</u>	<u>14,957</u>	<u>43,928</u>	<u>82,152</u>
Expenditure					
Raising funds		0	0	0	0
Expenditure on charitable activities	8	54,570	660	55,230	45,808
Missionary and similar gifts	9	3,600	14,827	18,427	5,460
Total expenditure		<u>58,170</u>	<u>15,487</u>	<u>73,657</u>	<u>51,268</u>
Income/(expenditure) before other gains/(losses)		(29,199)	(530)	(29,729)	30,884
Other recognised gains/(losses)					
Unrealised gain/(loss) on investment assets	14	(3,186)	0	(3,186)	3,978
Net income/(expenditure) and net movement in funds		<u>(32,385)</u>	<u>(530)</u>	<u>(32,915)</u>	<u>34,862</u>
Reconciliation of funds					
Total funds brought forward		494,312	550	494,862	460,000
Total funds carried forward		<u>461,927</u>	<u>20</u>	<u>461,947</u>	<u>494,862</u>

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

All income and expenditure derive from continuing activities.

The notes on pages 10 to 16 form part of these financial statements

**Swanfield Chapel
Company Limited by Guarantee**

Balance Sheet

31 December 2022

		2022 £	2021 £
Fixed assets			
Investments	14	30,792	33,978
Tangible assets	15	252,607	252,607
		<u>283,399</u>	<u>286,585</u>
Current assets			
Stocks	16	0	0
Debtors	17	13,686	56,159
Cash at bank and in hand		166,762	153,950
		<u>180,448</u>	<u>210,109</u>
Creditors: amounts falling due within one year	18	1,900	1,832
Net current assets		<u>178,548</u>	<u>208,277</u>
Total assets less current liabilities		461,947	494,862
Creditors: amounts falling due after more than one year		0	0
Net assets		<u>461,947</u>	<u>494,862</u>
Funds of the charity			
Designated funds		20	550
Unrestricted funds		461,927	494,312
Total charity funds	19	<u>461,947</u>	<u>494,862</u>

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

The trustees, who are also the directors, consider that the company is entitled to exemption from the requirements to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the board of trustees and authorised for issue on 30 September 2023 and are signed on behalf of the board by:

T E James
Trustee

Company Registration Number 01143499

The notes on pages 10 to 16 form part of these financial statements

**Swanfield Chapel
Company Limited by Guarantee
Notes to the Financial Statements
Year Ended 31 December 2022**

1. General information

The Charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 117 Swanfield Drive, Chichester, West Sussex PO19 6TD

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

Swanfield Chapel meets the definition of a public benefit entity under FRS 102.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the Charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds, including designated funds, are available for use at the discretion of the Trustees to further any of the Charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations, grants and legacies is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.
- Tax recoverable under gift aid is recognised when the relevant gift aid donation is recognised.

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2022

3. Accounting policies (continued)

- Top-up payments under the Gift Aid Small Donations Scheme are recognised when the cash donations which form the basis of the claim are received.
- Donated facilities and services are recognised when received if the value can be reliably measured. No amounts are included for the contribution of volunteers.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred.

- Expenditure on charitable activities includes all costs incurred by the Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries.
- Other expenditure includes all expenditure that is not expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities on a reasonable, justifiable and consistent basis.

Operating leases

There are no operating leases. Any lease payments would be recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives would be recognised as a reduction to expense over the lease term, on a straight-line basis. No value is attributed to the occupation of the Chapel building occupied by the Charity under an informal licence.

Tangible assets

Tangible assets are recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Furniture, equipment and fixtures and fittings

Furniture, equipment and fixtures and fittings directly replacing existing assets or costing less than £2,000 is written off in the year of purchase. Furniture, equipment and fixtures and fittings costing more than £2,000 is capitalised. Furniture, equipment and fixtures and fittings transferred to the Charity on 1 January 2012 have not been valued.

Depreciation

Freehold property is not depreciated.

Depreciation of other tangible assets is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset

Stocks

Stocks are measured at the lower of cost and net realisable value.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2022

3. Accounting policies (continued)

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

A financial asset or a financial liability is recognised only when the Charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Limited by guarantee

Swanfield Chapel is a company limited by guarantee and accordingly does not have a share capital. Every member of the charitable company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

5. Donations and grants

	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £	Total Funds 2021 £
Donations - unrestricted				
Offerings and donations	27,018	0	27,018	27,362
Grants				
Grants receivable	0	0	0	0
Donations - designated				
Offerings and donations	0	14,957	14,957	3,580
	27,018	14,957	41,975	30,942
Year ended 31 December 2021	27,362	3,580		

6. Legacies

	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £	Total Funds 2021 £
Legacies receivable	0	0	0	50,000
Year ended 31 December 2021	50,000	0		

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2022

7. Other income

The Chapel building is not hired out for use by other organisations but from time to time organisations with objects which are in line with those of the Chapel use the building free of charge. Similarly some are permitted to use the car park. Some users of the building and the car park make donations to the Chapel as a mark of their thanks.

	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £	Total Funds 2021 £
Gifts from users of building & car park	790	0	790	599
Bank Interest	1,163	0	1,163	611
	<u>1,953</u>	<u>0</u>	<u>1,953</u>	<u>1,210</u>

8. Expenditure on charitable activities by activity type

	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £	Total Funds 2021 £
Pastor's salary	24,252	0	24,252	24,749
Pastor's accommodation	10,741	0	10,741	3,719
Speakers and local workers	815	0	815	1,830
Utilities and maintenance	8,751	0	8,751	5,153
Holiday Club	1,041	350	1,391	0
Life Exhibition	3,460	310	3,770	0
Other costs	5,510	0	5,510	10,357
	<u>54,570</u>	<u>660</u>	<u>55,230</u>	<u>45,808</u>

9. Missionary and similar gifts

Where a missionary has been commended by the Chapel it is the practice to support them financially. Strict compliance with the Charities Statement of Recommended Practice (SORP) may regard this as constituting a constructive obligation such that future support should be accounted for in these accounts as a liability. The Elders are confident the missionaries would not view their support as an open-ended obligation by the Chapel.

	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £	Total Funds 2021 £
Missionaries from Swanfield Chapel	1,440	420	1,860	1,850
Other missionary and similar gifts	2,160	14,407	16,567	3,610
	<u>3,600</u>	<u>14,827</u>	<u>18,427</u>	<u>5,460</u>

10. Net income

Net income is stated after charging:

	2022 £	2021 £
Depreciation of tangible fixed assets	0	0
Professional fees – Independent examiner's remuneration	0	0
Trustees' meeting expenses	0	0

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2022

11. Independent examiner's remuneration

	2022	2021
	£	£
Fees payable for the examination of the financial statements	0	0
	<u>0</u>	<u>0</u>

12. Staff costs

Total remuneration paid to The Chapel's full time Pastor, including employer's pension and social security costs, was £24,252 (2021: £24,749). From time to time individuals who are not members of the Chapel and not employees are paid fees for assistance with preaching and other activities. The total paid to to individuals was £815 (2021: £1,830). Many of the Chapel's activities are carried out by volunteers who are unpaid and do not receive any reimbursement of expenses.

13. Trustee remuneration and expenses

None of the Trustees or persons connected with them received any remuneration, benefits or reimbursement of expenses in the year for work as a trustee (2021:None). Any claim for expenses would be subject to the Charity's normal internal control procedures.

14. Investments

139.52 CCLA COIF Investment accumulation units purchased April 2021 Cost	30,000
Market value 31 December 2021	33,978
Market value 31 December 2022	30,792
	<u>(3,186)</u>
Loss	(3,186)
Prior Year Gain	<u>3,978</u>

15. Tangible fixed assets

The Chapel owns the freehold of 90 Baxendale Road, Chichester purchased in November 2011. The property is insured for £423,478. The Chapel's furnishings, fittings and equipment were transferred to the Charity at nil cost on 1 January 2012. They were not valued at the time of transfer and have not been capitalised. The insured value of the contents is £91,519. The Charity is the corporate trustee of the charity which owns the freehold of the church building, which is insured for £1,162,711.

	Freehold Property	Furnishings, fittings and equipment	Total
	£	£	£
Cost			
At 1 January 2022	252,607	0	252,607
Additions	0	0	0
	<u>252,607</u>	<u>0</u>	<u>252,607</u>
At 31 December 2022	<u>252,607</u>	<u>0</u>	<u>252,607</u>
Depreciation			
At 1 January 2022	0	0	0
Charge for the year	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2022	<u>0</u>	<u>0</u>	<u>0</u>
Carrying amount			
At 31 December 2022	<u>252,607</u>	<u>0</u>	<u>252,607</u>
At 31 December 2021	<u>252,607</u>	<u>0</u>	<u>252,607</u>

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2022

15. Stocks

Other than a small incidental stock of cleaning materials, catering supplies and stationary which are not valued, the Charity holds no stocks (2021: Nil).

16. Debtors

	2022	2021
	£	£
Prepayments	1,098	1,050
Tax recoverable	2,533	5,054
Short term loan	0	0
Legacy receivable	10,000	50,000
Other debtors	55	55
	<u>13,686</u>	<u>56,159</u>

17. Creditors: amounts falling due within one year

	2022	2021
	£	£
PAYE and Social Security	972	1,044
Donations received in advance	0	20
Other creditors and accruals	928	768
	<u>1,900</u>	<u>1,832</u>

18. Analysis of charitable funds

	At 1 January 2022 £	Income £	Expenditure £	Investment Loss £	At 31 December 2022 £
Unrestricted	494,312	28,971	(58,170)	(3,186)	461,927
Designated	550	14,957	(15,487)	0	20
	<u>494,862</u>	<u>43,928</u>	<u>(73,657)</u>	<u>(3,186)</u>	<u>461,947</u>

Charitable funds – Prior Year

	At 1 January 2021 £	Income £	Expenditure £	Investment Gain £	At 31 December 2021 £
Unrestricted	459,500	78,572	(47,738)	3,978	494,312
Designated	500	3,580	(3,530)	0	550
	<u>460,000</u>	<u>82,152</u>	<u>(51,268)</u>	<u>3,978</u>	<u>494,862</u>

The Unrestricted Fund represents the resources freely available to further the general objectives of the Charity. However £252,607 is represented by the freehold property held for occupation by the Chapel's Pastor. Excluding this the unrestricted funds are £209,320 (2021: £241,705).

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2022

19. Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £
Fixed asset investments	30,792	0	30,792
Tangible assets	252,607	0	252,607
Current assets	180,428	20	180,448
Creditors less than 1 year	(1,900)	(0)	(1,900)
Creditors greater than 1 year	0	0	0
Net assets	<u>461,927</u>	<u>20</u>	<u>461,927</u>
Prior Year	Unrestricted Funds £	Designated Funds £	Total Funds 2021 £
Fixed asset investments	33,978	0	33,978
Tangible fixed assets	252,607	0	252,607
Current assets	209,559	550	210,109
Creditors less than 1 year	(1,832)	0	(1,832)
Creditors greater than 1 year	0	0	0
Net assets	<u>494,312</u>	<u>550</u>	<u>494,862</u>

20. Operating lease commitments There are no operating lease commitments (2021: None).

21. Pension commitments

The Chapel operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Chapel in an independently administered fund. The pension contributions payable by the Chapel to the fund during the year amounted to £523 (2021: Nil). Contributions totalling £46 (2021: Nil) were payable to the fund at the Balance Sheet date.

22. Related parties

Three of the Trustees are members of the Chapel and are directly involved in its activities. They benefit from the Chapel's activities on the same basis as other members of the Chapel.

Trustees and their related parties made donations to the Charity during the year.

Trevor James, a Trustee, is also a trustee of other charities. Transactions between Swanfield Chapel and other charities of which he was a trustee during the year were as follows:

Chichester City Centre Drop-In (charity no 1154818): Permitted its trustees to meet in the Chapel building free of charge (2021: Permitted its trustees to meet in the Chapel building free of charge).

Chichester District Foodbank (charity no 1155197): Permitted its trustees to meet in the Chapel building free of charge, collected food for the foodbank, issued food vouchers on its behalf and assisted both in the summer and at Christmas with the distribution of holiday food parcels to families with children entitled to free school meals. (2021: Permitted its trustees to meet in the Chapel building free of charge, collected food for the foodbank and issued food vouchers on its behalf).

St Olav Trust (charity no 1125863): Purchased Christian books and other materials, on the same terms as any other purchaser, costing in total £353.50 (2021: £379.30).

The Christian Institute (charity no 1004774): Made donations of £240.00 to support its work (2021: £240.00).

The Royal National Mission to Deep Sea Fishermen (The Fishermen's Mission) (charity number 232822): Made a donation of £100.00 (2021: Nil)

SWANFIELD CHAPEL

England & Wales - Charity number 1143499

Accounts

COMPANY REGISTRATION NUMBER: 07738949 (England & Wales)
CHARITY REGISTRATION NUMBER: 01143499

Swanfield Chapel
Company Limited by Guarantee
Financial Statements
For The Year Ended 31 December 2021

**Swanfield Chapel
Company Limited by Guarantee**

Financial Statements

Year Ended 31 December 2021

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**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2021

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 December 2021.

Reference and administrative details

Company registration number	07738949
Charity registration number	01143499
Website	www.swanfieldchapel.org.uk
Registered office	117 Swanfield Drive Chichester West Sussex PO19 6TD
Pastor	Steve Davies
Trustees	Anthony Fisher Trevor James Lee Jerromes Euan Menzies David Thurlow David Wakeford Rob Wakeford (Chairman)
Company secretary	David Thurlow
Elders	Steve Davies Trevor James Jon Taylor David Thurlow
Deacons	Jon Bull Tom Strivens
Independent Examiner	James Tickell BSc FCA 21 Southdown Road Waterlooville Hants PO8 0ET
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2021

Structure, governance and management

Company and Charity Status

Swanfield Chapel ("the Charity") is a company limited by guarantee and is governed by its Articles of Association. It was incorporated on 12 August 2011 and was registered with the Charity Commission in England and Wales on 23 August 2011. The trustees are the members of the Charity. They have no shareholdings but in the event of a winding up each has undertaken to contribute to the payment of liabilities such an amount as may be required not exceeding a total of £10.

Structure

Swanfield Chapel is an evangelical church that from 1938 to 1972 met in Chapel Street, Chichester and from 1972 onwards in Swanfield Drive, Chichester. It was governed by a trust deed dated 12 January 1938 (the "Old Charity"). On 12 August 2011 the Trustees registered a charitable company limited by guarantee (the "New Charity"). On 1 January 2012 the activities of the Old Charity and its assets and liabilities, with the exception of the church building, were transferred to the New Charity. The church building remains in the Old Charity because the 1938 trust does not contain the power to transfer this asset. The New Charity has been granted an informal licence to occupy the building and has taken responsibility for its repair and insurance. In October 2017 the New Charity was appointed the sole trustee of the Old Charity. In this report the words "Chapel" and "Charity" are used to describe the occupying and operating entity.

Recruitment, Appointment and Training of Trustees

Trustees are recruited from those who share the Charity's aims and aspirations and who, in accordance with the Charity's Articles, sign up to, abide by and live in accordance with the Charity's statement of faith. They must also have won the confidence of the members of the Chapel through their commitment and conduct and must be able to bring a breadth and depth of experience and skills to the trustee body. Prior to appointment Trustees are briefed on the Charity's activities and to complete Fit and Proper Person forms and Declarations of Interests. They take seriously the obligation to maintain their knowledge.

Risk Management

The Trustees have identified the major risks to which they believe the Charity is exposed and systems have been established to minimise those risks. The risks are formally reviewed at each trustees' meeting. The principal risks relate to the building and to the activities carried out in the building. In May 2019 the Trustees received safeguarding training to ensure they understood their responsibilities in this area. The Covid-19 risk assessment carried out in 2020 continued to guide the operations and activities throughout 2021. As previously reported hand sanitiser dispensers were installed, appropriate signage displayed, suitable cleaning materials and masks purchased and other steps taken to ensure any use of the building was as Covid-19 safe as possible.

Governance

The overall responsibility for the Chapel rests with the Trustees who met once during the year to receive reports on the Chapel's activities. The day to day operating decisions rest with the three Elders who meet formally once each month and who informally are in constant communication with each other. The Pastor was appointed as an Elder in February 2021. Two Deacons, who are responsible for practical matters, support the Elders and met with them each quarter.

The Bible gives clear guidance that Christians should be above reproach in all they do. Seeking to apply this Biblical imperative the Trustees endeavour to apply the Charity Governance Code, including the updated Code published on 8 December 2020, and the Nolan principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership). Furthermore believing that corruption, bribery and unfair actions hamper development and impede progress they insist on integrity in all of the Charity's activities.

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2021

Objectives and activities

The Chapel seeks to honour God and demonstrate the Christian faith in action by acting as a church in the community and through support for missionary work both in the United Kingdom and overseas.

This is achieved by:

- holding services for worship;
- preaching and expounding the word of God, the Bible;
holding meetings for the instruction of adults, young people and children in the word of God;
- reaching out to those not of the Christian faith to make Christ known;
- encouraging interest in missionary activities.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit.

They strongly believe in the public benefit of services for the worship of God, and the public benefit of activities which promote the Word of God and lead people to faith in the Lord Jesus Christ as their Saviour.

Individuals are taught to be responsible, to contribute to the welfare of society, to respect the authorities in society, and to show genuine care for their neighbours and the environment. The practical benefit comes through promoting happy marriages and homes where children experience love and care and grow up to become good citizens and in the provision of support to those in need.

Achievements and performance

Covid-19 restrictions, which were in place to varying degrees throughout the year, restricted the Chapel's activities to:

- A service at 10.30am each Sunday morning, which was also available remotely using Zoom for those unable to attend in person and also as sound recording on the Chapel's website;
- Young people's activities during the Sunday morning service (Upper Room Group for teenagers and Kings Club for younger children);
- A remote prayer meeting using Zoom each Thursday evening;
- A ladies Bible Study meeting each Wednesday initially remotely using Zoom and then in person;
- An in person prayer meeting on alternate Sunday evenings from 10 October onwards;
- A Zoom Quiz Night on 20 February;
- "Tea in the Garden" on 21 August which enabled church attendees to meet together;
- Step In, a monthly group for year 3 to 7 school pupils, from October onwards;
- Fireworks and a bonfire on 6 November;
- A carols by candle light service on Christmas Eve;
- A monthly prayer meeting for the Edlers and Deacons;
- A Facebook page, which was developed during the year.

With Christians from other Chichester churches members of the Chapel participated in joint activities including the Chichester District Foodbank and the Chichester Cathedral Bell Tower Youth Drop-In.

Activities which did not take place during the year because of Covid-19 restrictions included:

- February half-term Children's Holiday Club;
- School Assemblies;

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2021

- Lunches for older people;
- Parent and toddler activities;
- Good Friday Hot Cross Bun distribution in City Centre (with other churches);
- Easter Saturday Brunch - an activity for families and the community;
- Harvest lunch;
- Bright Light Fun Night – an activity for the community scheduled for 31 October;
- Live Nativity in the City Centre (with other churches).

All meetings are open to the public and to ensure no one is prevented from attending the Chapel does not charge for any activity.

Church Attendance

Approximately 40 adults and children attended the Chapel's Zoom services regularly. It is estimated that during the year a total of 100 people were present at an activity either in the building or on Zoom.

Pastoral support

The Pastor Steve Davies and the Elders and Deacons together with other members of the Chapel endeavoured to provide pastoral support throughout the year, although on occasions Covid-19 restrictions made this difficult.

Volunteers

The majority of the activities of the Chapel are undertaken by volunteers. No record is kept of the time given on a voluntary basis but without this contribution to the Chapel it would not function.

Financial review

The Chapel's policy for many years has been that the only collection taken up should be at the weekly 10.30am Sunday morning service. There are no fundraising activities and no charges are made for any of the Chapel's activities. It has also been the policy that twelve of the weekly collections were designated for support of missionary and similar activities. In 2020 Covid-19 restrictions prevented taking up collections and therefore it was decided to continue regular support for missionary and similar activities by making a gift each month from the Chapel's unrestricted funds and to add to it any sums specifically designated for that purpose by a donor. The intended recipient of each designated collection is announced in advance and all funds collected are remitted without deduction to the recipient. Since the funds are income of the Chapel and the intended recipient is determined by the Elders the income is designated rather than restricted and therefore the tax recovered under Gift Aid is unrestricted income. The funds from this source, together with the remaining collections and one off gifts from members of the Chapel are used for the operational costs of the Chapel.

When booked preaching engagements were cancelled because of Covid-19 restrictions the speakers were given financial support equivalent to the fees they would have received, on the grounds that many were reliant on this income.

Although reduced activities, because of Covid-19 restrictions, meant some expenditure was reduced the appointment of a Pastor has significantly increased the Chapel's expenditure.

During the year end the Chapel was advised that it was the beneficiary of a £50,000 specific legacy and a share of the residue of the estate of a Chapel member. The deceased's executors have advised that the nature of the estate means there will be a delay in paying the legacy and that the Chapel's share of any residue cannot be estimated. In accordance with the Charities SORP the £50,000 specific legacy has been recognised as receivable at 31 December 2021 but since it cannot be quantified any possible residue has not been recognised. Excluding the legacy and investment gains there was a £19,116 deficit for the year. (2020 deficit £10,839 excluding legacies).

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2021

Reserves policy

The appointment of a Pastor materially changed the Chapel's contractual liabilities and the Covid-19 pandemic impacted the Chapel's overall finances. The Trustees will be reviewing their reserves policy during 2022. Previously on the basis that the Chapel had no material contractual liabilities, the Chapel's buildings were in good order, and experience had shown that when a specific need had arisen Chapel members had provided financial support to meet the need, the reserves policy was that there was no need to hold substantial free reserves.

Pay policy and procedures

The Pastor's salary was set by benchmarking against pay for individuals undertaking similar work in a church context and will be reviewed annually. Visiting speakers who are engaged in full time Christian work are paid a fee based on the nature of the service rendered. The appropriate level of each fee is determined by the Chapel's treasurer and reported by him to the Elders.

Trustees do not receive any payment or benefits for their work either as trustees or as volunteers. Those who are members of the Chapel contribute financially to the work of the Chapel.

Investment policy

Funds not required for current needs may be invested in investments of any kind at the absolute discretion of the Trustees. A legacy of £154,141, which was recognised in the financial statements for the year to 31 December 2020, was received in February 2021. It was decided to invest the funds not immediately required as follows:

• Shawbrook Bank 60 day notice account	£15,000
• Methodist Chapel Aid 90 day notice account	£40,000
• Hampshire Trust Bank 1 year fixed deposit	£50,000
• CCLA COIF Investment units (as a fixed asset)	£30,000

Fundraising

As a matter of policy the Chapel does not undertake any fundraising activities.

Plans for future periods

Along with other Christians, the members of the Chapel sense both the imperative of worship and the urgency to fulfil the command to go into all the world and make disciples of all nations. These two themes will continue to direct the Chapel's activities and future developments.

The continuation of Covid-19 restrictions together with the appointment of a Pastor, which is a material change in the Chapel's conduct, have impacted the Chapel's future plans. The Elders together with the Pastor are considering plans for the future and envisage changes will address the concerns that age and health issues are leading to a reduced number of members able to play an active part in the Chapel's life and a reduced number of people able to lead.

Independent Examiner

James Tickell has signified his willingness to continue in office as independent examiner.

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2021

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

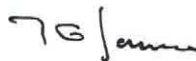
The trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charity's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on ^{30 September}..... 2022 and signed on behalf of the board of trustees by:



Tevor James
Trustee

**Swanfield Chapel
Company Limited by Guarantee**

Independent examiner's report to the trustees of Swanfield Chapel

Year Ended 31 December 2021

I report to the charity trustees on my examination of the accounts of Swanfield Chapel for the year ended 31 December 2021.

Responsibility and basis of report

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

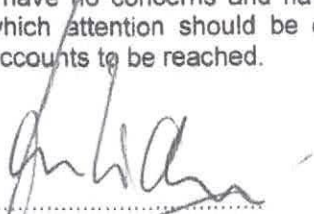
Having satisfied myself that the accounts of Swanfield Chapel are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011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

Independent examiner's statement

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

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

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



James Tickell BSc FCA
21 Southdown Road
Waterlooville
Hants
PO8 0ET

Date: 30 September 2022

**Swanfield Chapel
Company Limited by Guarantee**

**Statement of Financial Activities
(including income and expenditure account)**

Year Ended 31 December 2021

	Note	Unrestricted funds £	Designated funds £	Total Funds 2021	Total Funds 2020 £
Income					
Donations and grants	5	27,362	3,580	30,942	26,323
Legacies	6	50,000	0	50,000	154,141
Other income	7	1,210	0	1,210	1,775
Total income		<u>78,572</u>	<u>3,580</u>	<u>82,152</u>	<u>182,239</u>
Expenditure					
Raising funds		0	0	0	0
Expenditure on charitable activities	8	43,328	2,480	45,808	32,864
Missionary and similar gifts	9	4,410	1,050	5,460	5,573
Total expenditure		<u>47,738</u>	<u>3,530</u>	<u>51,268</u>	<u>38,437</u>
Income/(expenditure) before other gains/(losses)		30,834	50	310,884	143,802
Other recognised gains/(losses)					
Unrealised gain on investment assets	14	3,978	0	3,978	0
Net income/(expenditure) and net movement in funds		<u>34,812</u>	<u>50</u>	<u>34,862</u>	<u>143,802</u>
Reconciliation of funds					
Total funds brought forward		459,500	500	460,000	316,198
Total funds carried forward		<u>494,312</u>	<u>550</u>	<u>494,862</u>	<u>460,000</u>

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

All income and expenditure derive from continuing activities.

The notes on pages 11 to 17 form part of these financial statements

**Swanfield Chapel
Company Limited by Guarantee**

Balance Sheet

31 December 2021

		2021 £	2020 £
Fixed assets			
Investments	14	33,978	0
Tangible assets	15	252,607	252,607
		<u>286,585</u>	<u>252,607</u>
Current assets			
Stocks	16	0	0
Debtors	17	56,159	156,549
Cash at bank and in hand		153,950	51,631
		<u>210,109</u>	<u>208,180</u>
Creditors: amounts falling due within one year	18	<u>1,832</u>	<u>787</u>
Net current assets		<u>208,277</u>	<u>207,393</u>
Total assets less current liabilities		<u>494,862</u>	<u>460,000</u>
Creditors: amounts falling due after more than one year		0	0
Net assets		<u>494,862</u>	<u>460,000</u>
Funds of the charity			
Designated funds		550	500
Unrestricted funds		494,312	459,500
Total charity funds	19	<u>494,862</u>	<u>460,000</u>

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

The trustees, who are also the directors, consider that the company is entitled to exemption from the requirements to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the board of trustees and authorised for issue on 30 September 2022 and are signed on behalf of the board by:



T E James
Trustee

Company Registration Number 01143499

The notes on pages 11 to 17 form part of these financial statements

Swanfield Chapel
Company Limited by Guarantee
Notes to the Financial Statements
Year Ended 31 December 2021

1. General information

The Charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 117 Swanfield Drive, Chichester, West Sussex PO19 6TD

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

Swanfield Chapel meets the definition of a public benefit entity under FRS 102.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the Charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds, including designated funds, are available for use at the discretion of the Trustees to further any of the Charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2021

3. Accounting policies (continued)

- Income from donations, grants and legacies is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.
- Tax recoverable under gift aid is recognised when the relevant gift aid donation is recognised.
- Top-up payments under the Gift Aid Small Donations Scheme are recognised when the cash donations which form the basis of the claim are received.
- Donated facilities and services are recognised when received if the value can be reliably measured. No amounts are included for the contribution of volunteers.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred.

- Expenditure on charitable activities includes all costs incurred by the Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries.
- Other expenditure includes all expenditure that is not expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities on a reasonable, justifiable and consistent basis.

Operating leases

There are no operating leases. Any lease payments would be recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives would be recognised as a reduction to expense over the lease term, on a straight-line basis. No value is attributed to the occupation of the Chapel building occupied by the Charity under an informal licence.

Tangible assets

Tangible assets are recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Furniture, equipment and fixtures and fittings

Furniture, equipment and fixtures and fittings directly replacing existing assets or costing less than £2,000 is written off in the year of purchase. Furniture, equipment and fixtures and fittings costing more than £2,000 is capitalised. Furniture, equipment and fixtures and fittings transferred to the Charity on 1 January 2012 have not been valued.

Depreciation

Freehold property is not depreciated.

Depreciation of other tangible assets is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset

Stocks

Stocks are measured at the lower of cost and net realisable value.

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2021

3. Accounting policies (continued)

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

A financial asset or a financial liability is recognised only when the Charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Limited by guarantee

Swanfield Chapel is a company limited by guarantee and accordingly does not have a share capital. Every member of the charitable company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

5. Donations and grants

	Unrestricted Funds £	Designated Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations - unrestricted				
Offerings and donations	27,362	0	27,362	22,287
Grants				
Grants receivable	0	0	0	595
Donations - designated				
Offerings and donations	0	3,580	3,580	3,441
	<u>27,362</u>	<u>3,580</u>	<u>30,942</u>	<u>26,323</u>
Year ended 31 December 2020	<u>22,882</u>	<u>3,441</u>		

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2021

6. Legacies

	Unrestricted Funds £	Designated Funds £	Total Funds 2021 £	Total Funds 2020 £
Legacies receivable	50,000	0	50,000	154,141
Year ended 31 December 2020	<u>154,141</u>	<u>0</u>		

7. Other income

The Chapel building is not hired out for use by other organisations but from time to time organisations with objects which are in line with those of the Chapel use the building free of charge. Similarly some are permitted to use the car park. Some users of the building and the car park make donations to the Chapel as a mark of their thanks.

	Unrestricted Funds £	Designated Funds £	Total Funds 2021 £	Total Funds 2020 £
Gifts from users of building & car park	599	0	599	1,400
Bank Interest	611	0	611	375
	<u>1,210</u>	<u>0</u>	<u>1,210</u>	<u>1,775</u>

8. Expenditure on charitable activities by activity type

	Unrestricted Funds £	Designated Funds £	Total Funds 2021 £	Total Funds 2020 £
Pastor's salary	24,749	0	24,749	4,120
Pastor's accommodation	3,719	0	3,719	7,112
Speakers and local workers	1,830	0	1,830	2,540
Utilities and maintenance	5,153	0	5,153	4,809
Holiday Club	0	0	0	1,476
Other costs	7,877	2,480	10,357	12,807
	<u>43,328</u>	<u>2,480</u>	<u>45,808</u>	<u>32,864</u>

9. Missionary and similar gifts

Where a missionary has been commended by the Chapel it is the practice to support them financially. Strict compliance with the Charities Statement of Recommended Practice (SORP) may regard this as constituting a constructive obligation such that future support should be accounted for in these accounts as a liability. The Elders are confident the missionaries would not view their support as an open-ended obligation by the Chapel.

	Unrestricted Funds £	Designated Funds £	Total Funds 2021 £	Total Funds 2020 £
Missionaries from Swanfield Chapel	1,440	410	1,850	1,864
Legacy distributed to Missionaries etc	0	0	0	0
Other missionary and similar gifts	2,970	640	3,610	3,709
	<u>4,410</u>	<u>1,050</u>	<u>5,460</u>	<u>5,573</u>

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2021

10. Net income

Net income is stated after charging:

	2021	2020
	£	£
Depreciation of tangible fixed assets	0	0
Professional fees – Independent examiner's remuneration	0	0
Trustees' meeting expenses	0	0
	<u>0</u>	<u>0</u>

11. Independent examiner's remuneration

	2021	2020
	£	£
Fees payable for the examination of the financial statements	0	0
	<u>0</u>	<u>0</u>

12. Staff costs

The majority of the Chapel's activities are carried out by volunteers. A full time Pastor has been employed since 1 November 2020. Total remuneration paid, including employer's pension and social security costs, was £23,825 (2020:£4,120).

13. Trustee remuneration and expenses

None of the Trustees or persons connected with them received any remuneration, benefits or reimbursement of expenses in the year for work as a trustee (2020:None). Any claim for expenses would be subject to the Charity's normal internal control procedures.

14. Investments

139.52 CCLA COIF Investment accumulation units purchased April 2021 Cost	30,000
Market value 31 December 2021	33,978
	<u>3,978</u>

15. Tangible fixed assets

The Chapel owns the freehold of 90 Baxendale Road, Chichester purchased in November 2011. The property is insured for £360,407. The Chapel's furnishings, fittings and equipment were transferred to the Charity at nil cost on 1 January 2012. They were not valued at the time of transfer and have not been capitalised. The insured value of the contents is £68,671. The Charity is the corporate trustee of the charity which owns the freehold of the church building, which is insured for £1,028,948.

	Freehold Property	Furnishings, fittings and equipment	Total
	£	£	£
Cost			
At 1 January 2021	252,607	0	252,607
Additions	0	0	0
	<u>252,607</u>	<u>0</u>	<u>252,607</u>
At 31 December 2021			
Depreciation			
At 1 January 2021	0	0	0
Charge for the year	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2021			
Carrying amount			
At 31 December 2021	<u>252,607</u>	<u>0</u>	<u>252,607</u>
At 31 December 2020	<u>252,607</u>	<u>0</u>	<u>252,607</u>

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2021

15. Stocks

Other than a small incidental stock of cleaning materials, catering supplies and stationary which are not valued, the Charity holds no stocks (2020 nil).

16. Debtors

	2021	2020
	£	£
Prepayments	1,050	424
Tax recoverable	5,054	1,334
Short term loan	0	0
Legacy receivable	50,000	154,141
Other debtors	55	650
	<u>56,159</u>	<u>156,549</u>

17. Creditors: amounts falling due within one year

	2021	2020
	£	£
PAYE and Social Security	1,044	0
Donations received in advance	20	0
Other creditors and accruals	768	787
	<u>1,832</u>	<u>787</u>

18. Analysis of charitable funds

	At 1 January 2021 £	Income £	Expenditure £	Investment Gains £	At 31 December 2021 £
Unrestricted	459,500	78,572	(47,738)	3,978	494,312
Designated	500	3,580	(3,530)	0	550
	<u>460,000</u>	<u>82,152</u>	<u>(51,268)</u>	<u>3,978</u>	<u>494,862</u>

Charitable funds – Prior Year

	At 1 January 2020 £	Income £	Expenditure £	Transfers £	At 31 December 2020 £
Unrestricted	316,198	178,798	(35,496)	0	459,500
Designated	0	3,441	(2,941)	0	500
	<u>316,198</u>	<u>182,239</u>	<u>(38,437)</u>	<u>0</u>	<u>460,000</u>

The Unrestricted Fund represents the resources freely available to further the general objectives of the Charity. However £252,607 is represented by the freehold property held for occupation by the Chapel's Pastor. Excluding this the unrestricted funds are £241,705 (2020 £206,893).

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2021

19. Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Total Funds 2021 £
Fixed asset investments	33,978	0	33,978
Tangible assets	252,607	0	252,607
Current assets	209,559	550	210,109
Creditors less than 1 year	(1,832)	0	(1,832)
Creditors greater than 1 year	0	0	0
Net assets	<u>494,312</u>	<u>550</u>	<u>494,862</u>
Prior Year	Unrestricted Funds £	Designated Funds £	Total Funds 2020 £
Tangible fixed assets	252,607	0	252,607
Current assets	207,680	500	208,180
Creditors less than 1 year	(787)	0	(787)
Creditors greater than 1 year	0	0	0
Net assets	<u>459,500</u>	<u>500</u>	<u>460,000</u>

20. Operating lease commitments There are no operating lease commitments (2020: None).

21. Related parties

Three of the Trustees are members of the Chapel and are directly involved in its activities. They benefit from the Chapel's activities on the same basis as other members of the Chapel.

Trustees and their related parties made donations to the Charity during the year.

Trevor James, a Trustee, is also a trustee of other charities. During the year transactions between Swanfield Chapel and other charities of which he is a trustee were as follows:

Chichester City Centre Drop-In (charity no 1154818): Permitted its trustees to meet in the Chapel building free of charge (2020:None).

Chichester District Foodbank (charity no 1155197): Permitted its trustees to meet in the Chapel building free of charge, collected food for the foodbank and issued food vouchers on its behalf. (2020: Collected food for the foodbank and issued food vouchers on its behalf).

St Olav Trust (charity no 1125863): Purchased Christian books and other materials, on the same terms as any other purchaser, costing in total £379.30 (2020: £375.82).

The Christian Institute (charity no 1004774): Made donations of £240.00 to support its work (2020: £240.00).

SWANFIELD CHAPEL

England & Wales - Charity number 1143499

Accounts

COMPANY REGISTRATION NUMBER: 07738949 (England & Wales)
CHARITY REGISTRATION NUMBER: 01143499

Swanfield Chapel
Company Limited by Guarantee
Financial Statements
For The Year Ended 31 December 2020

**Swanfield Chapel
Company Limited by Guarantee**

Financial Statements

Year Ended 31 December 2020

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**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2020

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 December 2020.

Reference and administrative details

Company registration number	07738949	
Charity registration number	01143499	
Website	www.swanfieldchapel.org.uk	
Registered office	117 Swanfield Drive Chichester West Sussex PO19 6TD	
Pastor	Steve Davies	Appointed 1 November 2020
Trustees	Anthony Fisher Trevor James Lee Jerromes Gordon Kyte Euan Menzies David Thurlow David Wakeford Rob Wakeford (Chairman)	Retired 15 May 2020
Company secretary	David Thurlow	
Elders	Trevor James Jon Taylor David Thurlow	
Deacons	Jon Bull Tom Strivens	Appointed 11 November 2020
Family & Community Workers	Hannah and Mark Berry	To 31 August 2020
Independent Examiner	James Tickell BSc FCA 21 Southdown Road Waterlooville Hants PO8 0ET	
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2020

Structure, governance and management

Company and Charity Status

Swanfield Chapel ("the Charity") is a company limited by guarantee and is governed by its Articles of Association. It was incorporated on 12 August 2011 and was registered with the Charity Commission in England and Wales on 23 August 2011. The trustees are the members of the Charity. They have no shareholdings but in the event of a winding up each has undertaken to contribute to the payment of liabilities such an amount as may be required not exceeding a total of £10.

Structure

Swanfield Chapel is an evangelical church that from 1938 to 1972 met in Chapel Street, Chichester and from 1972 onwards in Swanfield Drive, Chichester. It was governed by a trust deed dated 12 January 1938 (the "Old Charity"). On 12 August 2011 the Trustees registered a charitable company limited by guarantee (the "New Charity"). On 1 January 2012 the activities of the Old Charity and its assets and liabilities, with the exception of the church building, were transferred to the New Charity. The church building remains in the Old Charity because the 1938 trust does not contain the power to transfer this asset. The New Charity has been granted an informal licence to occupy the building and has taken responsibility for its repair and insurance. In October 2017 the New Charity was appointed the sole trustee of the Old Charity. In this report the words "Chapel" and "Charity" are used to describe the occupying and operating entity.

Recruitment, Appointment and Training of Trustees

Trustees are recruited from those who share the Charity's aims and aspirations and who, in accordance with the Charity's Articles, sign up to, abide by and live in accordance with the Charity's statement of faith. They must also have won the confidence of the members of the Chapel through their commitment and conduct and must be able to bring a breadth and depth of experience and skills to the trustee body. Prior to appointment Trustees are briefed on the Charity's activities and to complete Fit and Proper Person forms and Declarations of Interests. They take seriously the obligation to maintain their knowledge.

Risk Management

The Trustees have identified the major risks to which they believe the Charity is exposed and systems have been established to minimise those risks. The risks are formally reviewed at each trustees' meeting. The principal risks relate to the building and to the activities carried out in the building. In May 2019 the Trustees received safeguarding training to ensure they understood their responsibilities in this area. Immediately Covid-19 became an issue a full risk assessment was carried out, hand sanitiser dispensers installed, appropriate signage displayed, suitable cleaning materials and masks purchased and other steps taken to ensure any use of the building was as Covid-19 safe as possible.

Governance

The overall responsibility for the Chapel rests with the Trustees who met once during the year to receive reports on the Chapel's activities. The day to day operating decisions rest with the three Elders who meet formally once each month and who informally are in constant communication with each other. The Pastor, who was appointed on 1 November 2020, was appointed as an Elder in February 2021. Two Deacons, who are responsible for practical matters, support the Elders and met with them each quarter. From January to August 2020 the Elders were also supported by and met regularly with a married couple who were engaged as Family and Community Workers.

The Bible gives clear guidance that Christians should be above reproach in all they do. Seeking to apply this Biblical imperative the Trustees endeavour to apply the Charity Governance Code, including the updated Code published on 8 December 2020, and the Nolan principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership). Furthermore believing that corruption, bribery and unfair actions hamper development and impede progress they insist on integrity in all of the Charity's activities.

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2020

Objectives and activities

The Chapel seeks to honour God and demonstrate the Christian faith in action by acting as a church in the community and through support for missionary work both in the United Kingdom and overseas. This is achieved by:

- holding services for worship;
- preaching and expounding the word of God, the Bible;
- holding meetings for the instruction of adults, young people and children in the word of God;
- reaching out to those not of the Christian faith to make Christ known;
- encouraging interest in missionary activities.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit.

They strongly believe in the public benefit of services for the worship of God, and the public benefit of activities which promote the Word of God and lead people to faith in the Lord Jesus Christ as their Saviour.

Individuals are taught to be responsible, to contribute to the welfare of society, to respect the authorities in society, and to show genuine care for their neighbours and the environment. The practical benefit comes through promoting happy marriages and homes where children experience love and care and grow up to become good citizens and in the provision of support to those in need.

Achievements and performance

From January to mid March the Chapel held regular services at 10.30am and 6.30pm each Sunday, prayer meetings on Monday mornings and Bible studies on Thursday evenings. Provision for children, families and young people included children's activities on Sunday mornings concurrent with the 10.30am Morning Service, a Friday parent and toddler group, after school clubs, a drop in cafe, and family events. Regular activities for defined groups included a weekly meeting for women and a bi weekly lunch for older people. A children's Holiday Bible Club was held in the February half-term.

Covid-19 lockdown on 18 March 2020 brought the Chapel's activities to an immediate halt. Using Zoom the Chapel met remotely for prayer on Sunday 22 March and from then onwards, using Zoom, held a service at 10.30am each Sunday and met for prayer at 7.30pm each Thursday. Other activities which continued on Zoom were the Women's Bible Study at 7.30pm each Tuesday and the Elder's and Deacon's monthly prayer meeting. To assist with pastoral oversight each individual connected to the Chapel was immediately allocated to a care group with each group being led by a member of the Chapel's leadership team (Elders, Deacon and Family and Community Workers) who took responsibility for maintaining contact with those under their care and for liaising with the other members of the leadership team.

The Chapel website and other media were updated to offer support to anyone, whether or not they were a member of the Chapel, and the public authorities included the Chapel as one of the community groups for referrals.

When lockdown was eased the on line service continued but, for those who had not been able to join using Zoom, the Chapel building was opened on Sunday mornings and the service was displayed on a screen. Services from the building commenced in October with no changes in those invited to attend. The plan was that from the start of November, within the limits set by social distancing, some of those who had been attending using Zoom would be permitted to attend the service in person. In the event a second lockdown forced a reversion to Zoom only services during November.

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Trustees' Annual Report (Incorporating the Directors' Report)

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Following the end of the second lockdown on 4 December services from the building recommenced with, once again, only those not able to join on Zoom being present. Invitations to join a Zoom Family Carol Service on Sunday 20 December and Carols by Candlelight on Christmas Eve were distributed in the neighbourhood and some joined for these occasions.

A further lockdown from Boxing Day did not prevent services in the building and therefore limited access was continued with the services being shown on screen for those not able to join in any other way.

With Christians from other Chichester churches members of the Chapel participated in joint activities including the Chichester District Foodbank and the Chichester Cathedral Bell Tower Youth Drop-In.

Activities during the year cancelled because of lockdown included:

- School Assemblies
- Quiz Night for adults scheduled for 28 March
- JustOne – an Outreach activity in Portsmouth scheduled for 4 & 5 April
- Good Friday Hot Cross Bun distribution in City Centre (with other churches)
- Easter Saturday Brunch - an activity for families and the community
- VE Day celebration – scheduled for 10 May
- Harvest lunch
- Life Exhibition - a key stage 2 exhibition for schools scheduled for 5 - 9 October
- Bright Light Fun Night – an activity for the community scheduled for 31 October
- Live Nativity in the City Centre (with other churches)

All meetings are open to the public and to ensure no one is prevented from attending the Chapel does not charge for any activity.

Church Attendance

Approximately 50 adults and children attended the Chapel's Zoom services regularly. It is estimated that during the year a total of 200 people were present at an activity either in the building or on Zoom.

Appointment of Pastor

The Chapel had planned to start the process for the recruitment of a Pastor at the end of March 2020 with the aim of appointing for September 2020. It was prayerfully decided to continue with this plan notwithstanding the lockdown. Almost the entire appointment process was conducted on line, although within the social distancing guidelines, it proved possible during the summer for the Elders to meet four candidates in person. Steve Davies was appointed and he moved from Scotland and took up his post on 1 November.

Volunteers

The majority of the activities of the Chapel are undertaken by volunteers. No record is kept of the time given on a voluntary basis but without this contribution to the Chapel it would not function.

Financial review

The Chapel's policy for many years has been that the only collection taken up should be at the weekly 10.30am Sunday morning service. There are no fundraising activities and no charges are made for any of the Chapel's activities. It is also the policy of the Chapel that twelve of its weekly collections are designated for support of missionary and similar activities. The intended recipient of each designated collection is announced in advance and all funds collected are remitted without deduction to the recipient. Since the funds are income of the Chapel and the intended recipient is determined by the Elders the income is designated rather than restricted and therefore the tax recovered under Gift Aid is unrestricted income. The funds from this source, together with the remaining collections and one off gifts from members of the Chapel are used for the operational costs of the Chapel. During the 2020 year weekly giving was seriously impacted

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by Covid-19 restrictions which prevented taking up collections from mid March onwards. Some individuals chose to set up standing orders and others sent donations but overall the giving declined. The decision was taken to continue regular support for missionary and similar activities by making a gift each month from the Chapel's unrestricted funds and to add to it any sums specifically designated for that purpose by a donor.

Speakers who had been booked to preach were given financial support equivalent to the speaker's fees they would have received, on the grounds that many were reliant on this income.

Although Covid-19 restrictions meant some expenditure was reduced as a direct consequence of the reduction in activities, there were exceptional costs incurred in connection the recruitment of a Pastor and repairs to the house owned by the Chapel were much higher than previous years. Shortly before the year end the Chapel was advised that it was the beneficiary of a £5,000 specific legacy and the residue of the estate of a Chapel member. Both the specific legacy and the residue, which together totalled £154,141.09, were received in February 2021. In accordance with the Charities SORP this income has been recognised as receivable at 31 December 2020. Excluding the legacies there was a £10,839 deficit for the year. (2019 surplus £8,965).

Reserves policy

The appointment of a Pastor has materially changed the Chapel's contractual liabilities and the Trustees will therefore be reviewing their reserves policy during 2021. Previously on the basis that the Chapel had no material contractual liabilities, the Chapel's buildings were in good order, and experience had shown that when a specific need had arisen Chapel members had provided financial support to meet the need, the reserves policy was that there was no need to hold substantial free reserves.

Pay policy and procedures

The Pastor's salary was set by benchmarking against pay for individuals undertaking similar work in a church context and will be reviewed annually. Visiting speakers who are engaged in full time Christian work are paid a fee based on the nature of the service rendered. The appropriate level of each fee is determined by the Chapel's treasurer and reported by him to the Elders.

Trustees do not receive any payment or benefits for their work either as trustees or as volunteers. Those who are members of the Chapel contribute financially to the work of the Chapel.

Investment policy

Funds not required for current needs may be invested in investments of any kind at the absolute discretion of the Trustees.

Fundraising

As a matter of policy the Chapel does not undertake any fundraising activities.

Plans for future periods

Along with other Christians, the members of the Chapel sense both the imperative of worship and the urgency to fulfil the command to go into all the world and make disciples of all nations. These two themes will continue to direct the Chapel's activities and future developments.

Lessons learned during Covid-19 together with the appointment of a Pastor, which is a material change in the Chapel's conduct, will impact on the Chapel's future plans. The Elders together with the Pastor will be considering and planning for the future during 2021 and envisage changes will address the previously expressed concerns that age and health issues were leading to a reduced number of members able to play an active part in the Chapel's life and a reduced number of people able to lead.

Independent Examiner

James Tickell has signified his willingness to continue in office as independent examiner.

**Swanfield Chapel
Company Limited by Guarantee**

Trustees' Annual Report (Incorporating the Directors' Report)

Year Ended 31 December 2020

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charity's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 29 September 2021 and signed on behalf of the board of trustees by:



Trevor James
Trustee

**Swanfield Chapel
Company Limited by Guarantee**

Independent examiner's report to the trustees of Swanfield Chapel

Year Ended 31 December 2020

I report to the charity trustees on my examination of the accounts of Swanfield Chapel for the year ended 31 December 2020.

Responsibility and basis of report

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

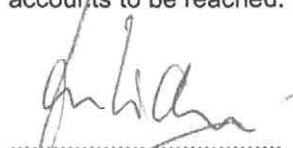
Having satisfied myself that the accounts of Swanfield Chapel are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011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

Independent examiner's statement

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

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

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



.....
James Tickell BSc FCA
21 Southdown Road
Waterlooville
Hants
PO8 0ET

Date: 29 September 2021

**Swanfield Chapel
Company Limited by Guarantee**

**Statement of Financial Activities
(including income and expenditure account)**

Year Ended 31 December 2020

	Note	Unrestricted funds £	Designated funds £	Total Funds 2020	Total Funds 2019 £
Income					
Donations and grants	5	22,882	3,441	26,323	41,621
Legacies	6	154,141	0	154,141	84,948
Other income	7	1,775	0	1,775	2,347
Total income		<u>178,798</u>	<u>3,441</u>	<u>182,239</u>	<u>128,916</u>
Expenditure					
Raising funds		0	0	0	0
Expenditure on charitable activities	8	31,941	923	32,864	43,277
Missionary and similar gifts	9	3,555	2,018	5,573	76,674
Total expenditure		<u>35,496</u>	<u>2,941</u>	<u>38,437</u>	<u>119,951</u>
Net income/(expenditure) and net movement in funds		<u>143,302</u>	<u>500</u>	<u>143,802</u>	<u>8,965</u>
Reconciliation of funds					
Total funds brought forward		316,198	0	316,198	307,233
Total funds carried forward		<u>459,500</u>	<u>500</u>	<u>460,000</u>	<u>316,198</u>

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

All income and expenditure derive from continuing activities.

The notes on pages 12 to 18 form part of these financial statements

**Swanfield Chapel
Company Limited by Guarantee**

Balance Sheet

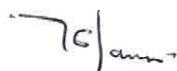
31 December 2020

		2020 £	2019 £
Fixed assets			
Tangible assets	14	252,607	252,607
Current assets			
Stocks	15	0	0
Debtors	16	156,549	18,709
Cash at bank and in hand		51,631	47,233
		<u>208,180</u>	<u>65,942</u>
Creditors: amounts falling due within one year	17	787	2,351
Net current assets		<u>207,393</u>	<u>63,591</u>
Total assets less current liabilities		460,000	316,198
Creditors: amounts falling due after more than one year		0	0
Net assets		<u>460,000</u>	<u>316,198</u>
Funds of the charity			
Designated funds		500	0
Unrestricted funds		459,500	316,198
Total charity funds	18	<u>460,000</u>	<u>316,198</u>

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

The trustees, who are also the directors, consider that the company is entitled to exemption from the requirements to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the board of trustees and authorised for issue on 29 September 2021 and are signed on behalf of the board by:



T E James
Trustee

Company Registration Number 01143499

The notes on pages 12 to 18 form part of these financial statements

**Swanfield Chapel
Company Limited by Guarantee
Notes to the Financial Statements
Year Ended 31 December 2020**

1. General information

The Charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 117 Swanfield Drive, Chichester, West Sussex PO19 6TD

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

Swanfield Chapel meets the definition of a public benefit entity under FRS 102.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the Charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds, including designated funds, are available for use at the discretion of the Trustees to further any of the Charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements *(continued)*

Year Ended 31 December 2020

3. Accounting policies (continued)

- Income from donations, grants and legacies is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.
- Tax recoverable under gift aid is recognised when the relevant gift aid donation is recognised.
- Top-up payments under the Gift Aid Small Donations Scheme are recognised when the cash donations which form the basis of the claim are received.
- Donated facilities and services are recognised when received if the value can be reliably measured. No amounts are included for the contribution of volunteers.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred.

- Expenditure on charitable activities includes all costs incurred by the Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries.
- Other expenditure includes all expenditure that is not expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities on a reasonable, justifiable and consistent basis.

Operating leases

There are no operating leases. Any lease payments would be recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives would be recognised as a reduction to expense over the lease term, on a straight-line basis. No value is attributed to the occupation of the Chapel building occupied by the Charity under an informal licence.

Tangible assets

Tangible assets are recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Furniture, equipment and fixtures and fittings

Furniture, equipment and fixtures and fittings directly replacing existing assets or costing less than £2,000 is written off in the year of purchase. Furniture, equipment and fixtures and fittings costing more than £2,000 is capitalised. Furniture, equipment and fixtures and fittings transferred to the Charity on 1 January 2012 have not been valued.

Depreciation

Freehold property is not depreciated.

Depreciation of other tangible assets is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset

Stocks

Stocks are measured at the lower of cost and net realisable value.

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2020

3. Accounting policies (continued)

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

A financial asset or a financial liability is recognised only when the Charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Limited by guarantee

Swanfield Chapel is a company limited by guarantee and accordingly does not have a share capital. Every member of the charitable company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

5. Donations and grants

	Unrestricted Funds £	Designated Funds £	Total Funds 2020 £	Total Funds 2019 £
Donations - unrestricted				
Offerings and donations	22,287	0	22,287	27,592
Grants				
Grants receivable	595	0	595	0
Donations - designated				
Offerings and donations	0	3,441	3,441	14,029
	<u>22,882</u>	<u>3,441</u>	<u>26,323</u>	<u>41,621</u>
Year ended 31 December 2019	<u>27,592</u>	<u>14,029</u>		

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2020

6. Legacies

	Unrestricted Funds £	Designated Funds £	Total Funds 2020 £	Total Funds 2019 £
Legacies receivable	154,141	0	154,141	84,948
Year ended 31 December 2019	<u>21,237</u>	<u>63,711</u>		

7. Other income

The Chapel building is not hired out for use by other organisations but from time to time organisations with objects which are in line with those of the Chapel use the building free of charge. Similarly some are permitted to use the car park. Some users of the building and the car park make donations to the Chapel as a mark of their thanks.

	Unrestricted Funds £	Designated Funds £	Total Funds 2020 £	Total Funds 2019 £
Gifts from users of building & car park	1,400	0	1,400	2,244
Bank Interest	375	0	375	103
	<u>1,775</u>	<u>0</u>	<u>1,775</u>	<u>2,347</u>

8. Expenditure on charitable activities by activity type

	Unrestricted Funds £	Designated Funds £	Total Funds 2020 £	Total Funds 2019 £
Pastor's salary	4,120	0	4,120	0
Pastor's/Community workers' accommodation	7,112	0	7,112	2,660
Speakers and local workers	2,540	0	2,540	4,080
Utilities and maintenance	4,809	0	4,809	18,770
Holiday Club	553	923	1,476	1,471
Other costs	12,807	0	12,807	16,296
	<u>31,941</u>	<u>923</u>	<u>32,864</u>	<u>43,277</u>

9. Missionary and similar gifts

Where a missionary has been commended by the Chapel it is the practice to support them financially. Strict compliance with the Charities Statement of Recommended Practice (SORP) may regard this as constituting a constructive obligation such that future support should be accounted for in these accounts as a liability. The Elders are confident the missionaries would not view their support as an open-ended obligation by the Chapel.

	Unrestricted Funds £	Designated Funds £	Total Funds 2020 £	Total Funds 2019 £
Missionaries from Swanfield Chapel	1,080	784	1,864	3,582
Legacy distributed to Missionaries etc	0	0	0	63,711
Other missionary and similar gifts	2,475	1,234	3,709	9,381
	<u>3,555</u>	<u>2,018</u>	<u>5,573</u>	<u>76,674</u>

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2020

10. Net income

Net income is stated after charging:

	2020	2019
	£	£
Depreciation of tangible fixed assets	0	0
Professional fees – Independent examiner's remuneration	0	0
Trustees' meeting expenses	0	0
	<u>0</u>	<u>0</u>

11. Independent examiner's remuneration

	2020	2019
	£	£
Fees payable for the examination of the financial statements	0	0
	<u>0</u>	<u>0</u>

12. Staff costs

The majority of the Chapel's activities are carried out by volunteers. A full time Pastor was employed from 1 November 2020

Total remuneration paid, including employer's pension and social security costs, was £4,120 (2019:£0).

13. Trustee remuneration and expenses

None of the Trustees or persons connected with them received any remuneration, benefits or reimbursement of expenses in the year for work as a trustee (2019:None). Any claim for expenses would be subject to the Charity's normal internal control procedures.

14. Tangible fixed assets

The Chapel owns the freehold of 90 Baxendale Road, Chichester purchased in November 2011. The property is insured for £342,918. The Chapel's furnishings, fittings and equipment were transferred to the Charity at nil cost on 1 January 2012. They were not valued at the time of transfer and have not been capitalised. The insured value of the contents is £66,093. The Charity is the corporate trustee of the charity which owns the freehold of the church building, which is insured for £983,698.

	Freehold Property	Furnishings, fittings and equipment	Total
	£	£	£
Cost			
At 1 January 2020	252,607	0	252,607
Additions	0	0	0
At 31 December 2020	<u>252,607</u>	<u>0</u>	<u>252,607</u>
Depreciation			
At 1 January 2020	0	0	0
Charge for the year	0	0	0
At 31 December 2020	<u>0</u>	<u>0</u>	<u>0</u>
Carrying amount			
At 31 December 2020	<u>252,607</u>	<u>0</u>	<u>252,607</u>
At 31 December 2019	<u>252,607</u>	<u>0</u>	<u>252,607</u>

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2020

15. Stocks

Other than a small incidental stock of cleaning materials, catering supplies and stationary which are not valued, the Charity holds no stocks (2019 nil).

16. Debtors

	2020	2019
	£	£
Prepayments	424	540
Tax recoverable	1,334	2,114
Short term loan	0	16,000
Legacy receivable	154,141	0
Other debtors	650	55
	<u>156,549</u>	<u>18,709</u>

17. Creditors: amounts falling due within one year

	2020	2019
	£	£
Unsecured loan from Trustee	0	389
Donations received in advance	0	1,117
Other creditors and accruals	787	845
	<u>787</u>	<u>2,351</u>

18. Analysis of charitable funds

	At 1 January 2020 £	Income £	Expenditure £	Transfers £	At 31 December 2020 £
Unrestricted	316,198	178,798	(35,496)	0	459,500
Designated	0	3,441	(2,941)	0	500
	<u>316,198</u>	<u>182,239</u>	<u>(38,437)</u>	<u>0</u>	<u>460,000</u>

Charitable funds – Prior Year

	At 1 January 2019 £	Income £	Expenditure £	Transfers £	At 31 December 2019 £
Unrestricted	307,233	51,176	(42,211)	0	316,198
Designated	0	77,740	(77,740)	0	0
	<u>307,233</u>	<u>128,916</u>	<u>(119,951)</u>	<u>0</u>	<u>316,198</u>

The Unrestricted Fund represents the resources freely available to further the general objectives of the Charity. However £252,607 is represented by the freehold property held for occupation by the Chapel's Pastor. Excluding this the unrestricted funds are £206,893 (2019 £63,591).

**Swanfield Chapel
Company Limited by Guarantee**

Notes to the Financial Statements (continued)

Year Ended 31 December 2020

of the Charity. However £252,607 is represented by the freehold property held for occupation by the Chapel's Pastor. Excluding this the unrestricted funds are £206,893 (2019 £63,591).

19. Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Total Funds 2020 £
Tangible fixed assets	252,607	0	252,607
Current assets	207,680	500	208,180
Creditors less than 1 year	(787)	0	(787)
Creditors greater than 1 year	0	0	0
Net assets	<u>459,500</u>	<u>500</u>	<u>460,000</u>
Prior Year	Unrestricted Funds £	Designated Funds £	Total Funds 2019 £
Tangible fixed assets	252,607	0	252,607
Current assets	65,942	0	65,942
Creditors less than 1 year	(2,351)	0	(2,351)
Creditors greater than 1 year	0	0	0
Net assets	<u>316,198</u>	<u>0</u>	<u>316,198</u>

20. Operating lease commitments There are no operating lease commitments (2019: None).

21. Related parties

Three of the Trustees are members of the Chapel and are directly involved in its activities. They benefit from the Chapel's activities on the same basis as other members of the Chapel.

During the previous year a Trustee made unsecured interest free loans to the Charity to assist with cash flow and at 31 December 2019 the amount due to the trustee was £389. This loan was repaid during the year.

Trustees and their related parties made donations to the Charity during the year.

Trevor James, a Trustee, is also a trustee of other charities. During the year transactions between Swanfield Chapel and other charities of which he is a trustee were as follows:

Chichester City Centre Drop-In (charity no 1154818): None (2019: Permitted its trustees to meet in the Chapel building free of charge).

Chichester District Foodbank (charity no 1155197): Collected food for the foodbank and issued food vouchers on its behalf. (2019: Permitted its trustees to meet in the Chapel building free of charge and collected food for the foodbank and issued food vouchers on its behalf).

St Olav Trust (charity no 1125863): Purchased Christian books and other materials, on the same terms as any other purchaser, costing in total £375.82 (2019: £730.80).

The Christian Institute (charity no 1004774): Made donations of £240.00 to support its work (2019: £240.00).