

# **CHINNOR CONGREGATIONAL CHRISTIAN FELLOWSHIP**

**FOR THE YEAR ENDED 30 JUNE 2021**

## **LEGAL & ADMINISTRATIVE DETAILS**

### **ADDRESS FOR CORRESPONDENCE**

The Trustees  
Church Office, 2 Doveleat  
Chinnor, OX39 4DW

### **GOVERNING DOCUMENT**

Deed of Trust dated 25th January 2012  
Registered Charity No 1146343

### **TRUSTEES**

Susan Kelsey (Trustee)  
David Bruce Crawforth (Elder)  
Stephen Ludlow (Chair)  
Vivien Haywood (Secretary)  
Janine Adams (Deacon))  
Sophia Botchway (Treasurer)

### **BANKERS**

NatWest Bank  
CAF Bank

### **INDEPENDENT EXAMINER ASSISTANT REVIEWER**

Christopher M Dew ACA  
Sophia Botchway FCCA  
Akusika Business Services Ltd  
Sapphire House  
116 Station Road  
Oxon  
OX39 4QG

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<b>CHINNOR CONGREGATIONAL CHRISTIAN FELLOWSHIP</b>
<b>REPORT OF THE TRUSTEES</b>
<b>FOR THE YEAR ENDED 30 JUNE 2021</b>
The Trustees have pleasure in submitting the Report and Accounts for the year ended 30 June 2021
<b>Objects of the charity</b>
The advance of the Christian faith in accordance with the statement of belief contained in the Members Handbook.
<b>Government</b>
Final decisions on the policies and operating decisions of the charity rest with the Trustees who meet regularly to monitor the activities of the Trust and review decisions made by the Church Leadership Team (CLT).
New Co-optative Trustees are appointed by the incumbent Trustees. Ex Officio Trustees, the elected secretary/administrator and Treasurer/finance team lead are appointed as officers of the Church. One Nominative Trustee is appointed from within the deaconate/leadership team.
Our Trust is recognised in the name of Chinnor Congregational Christian Fellowship (CCCF) but our operating name is Chinnor Community Church (CCC).  The Trustees of CCCF are also Trustees of Chinnor Congregational Church Chapel Fund (which owns the Chinnor Community Church Building and Manse) and the Allnutt Educational Trust (which provides a very small annual grant to CCC for Sunday school work
<b>Vision and Ongoing Activities</b>
Our vision is for the whole church to take the whole gospel to the whole community and to enable them to know and love the Lord Jesus Christ as their Saviour and friend.



The church is not considered to be the building but a gathering of ordinary people of different ages and backgrounds, whose lives have been changed by accepting Jesus Christ as their Lord and Saviour.

Chinnor Community Church; its Trustees, CLT and Members are committed to the restoration of the New Testament principles which reveal the Church as a community of people, properly taught and cared for, who love and serve the Lord Jesus Christ. We are committed to love and care for each other, support each other and encourage spiritual growth through 'doing life together'. We operate with an emphasis on the '5-Fold Ministry' as described in Ephesians 4:11.

The Church has a weekly main Sunday Morning Meeting that is attended by most of the fellowship unless other groups (eg for young people) are taking place at the same time. In addition, there are a range of other activities that take place throughout the week including small 'home' groups, bible studies, prayer meetings, discipleship and ministry groups, mission meetings, social groups and several young peoples' groups ranging from pre-school to late teens.

CCC continues to support several mission projects including Frontiers, London City Mission, Tearfund, Wycliffe Bible Translators in the UK and Sweden, and projects in Erseke and Korce in Albania. The project in Erseke is run by Emanuel Mission Church who provide essential food supplies to people living in deprived, oppressive conditions. The project in Korce is a radio station which broadcasts to remote areas of the country taking the Gospel message of Jesus Christ to people groups who would otherwise not be reached. Members of our Fellowship have visited the overseas projects and have good relationships with the support recipients.

At the beginning of June 2020, the Church had two employees: a full-time Pastor who leads the CLT and conducts many of our meetings; and a part-time Family worker who supports families in and around the village of Chinnor (not just members of the fellowship) as part of our outreach ministry..

### **Review of the year**

Despite the restrictions of COVID lockdown, the church found ways to continue its ministry and serve its members, the local community and missions outside of the UK.

The church continued the main weekly meeting on Sundays by video conferencing. And a zoom licence was purchased to facilitate this.

Most Church small groups (including those for young people) were able to meet in a socially distanced manner when lockdown was eased in the summer of 2020, but the church was unable to celebrate Easter 2021 in the normal way.

Financial giving benefitted from people switching to direct debit (enabling more gift-aid to be claimed), so we feel, with the Lord's provision, that we are well placed to continue our work when lockdown restrictions are removed.

### **Plans for the New Year**

The Church will return to face-to-face meetings in accordance with prevailing COVID lockdown restrictions, but it is likely that the fellowship will continue to meet in a blended (ie Zoom and face-to-face) manner even when legal restrictions are fully removed because of the church family are physically vulnerable. It is likely that the church will take the opportunity to review its



activities (what we do and how we do it) rather than simply pick up where we left off, but the Objects and Vision will remain the same.

The Family Worker stepped down on 30<sup>th</sup> June 2021. The CLT is not actively looking for a replacement, but discussions are ongoing about this and the possibility of hiring a part-time youth worker.

### **Financial Review**

Income was significantly lower than 2020, but above 2019 income. 2020 was a special year due to extra giving towards church repairs, but lower receipts in 2021 were due in partly to the closure of the building so usual takings in the offering box were missing and no offerings were received from visitors.

Total income during the year was £124,523 (2020: £142,366) with total expenditure of £129,960 (2020: £133,953). This left a balance in all bank accounts of £38,911.13 of which £19,297.65 was unrestricted at year end.

### **Reserves Policy**

The Trustees have agreed that sufficient reserves will be held by the church to cover three times the monthly essential operating costs of the church, namely salaries and associated employee costs together with insurances and essential safety checks and testing. The levels of reserves will be monitored by the Trustees in the monthly financial report that is circulated to Trustees and the Church Leadership Team, and the policy will be reviewed at 12 monthly intervals. We are pleased to confirm that we currently have the minimum of 3 months of reserve funds set aside.

### **Trustees' Responsibilities**

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

The church is actively involved in ensuring the upkeep of the premises and the Trustees recognise that they have a legal duty of care as landlords to ensure this is maintained. The trustees have complied with the duty to have due regard to the public benefit guidance published by the Charity Commission.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities. We operate both a child protection policy and health and safety policy. The trustees are also covered by indemnity insurance.

### **Approval**

This report was approved by the Trustees on 18<sup>th</sup> May 2022 and signed on their behalf by:

SLudlow

\_\_\_\_\_  
Stephen Ludlow



**Independent Examiner's Report  
To the Trustees of  
Chinnor Congregational Christian Fellowship**

I report to the trustees on my examination of the accounts of the Chinnor Congregational Christian Fellowship (the charity) for the year ended 30 June 2021 on pages 6 to 9 following.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Lead Examiner: Christopher Dew ACA  
Second Review: Sophia Botchway FCCA  
For and on behalf of:  
Akusika Business Services Ltd  
Sapphire House  
116 Station Road  
Oxon  
OX39 4QG

Date: 28th April 2022



# CHINNOR CONGREGATIONAL CHRISTIAN FELLOWSHIP

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30 JUNE 2021

	Notes	Unrestricted General	Restricted Funds	2021 £	2020 £
<b>Receipts</b>					
<i>Voluntary receipts</i>					
Grants and gifts received		85,176	27,481	112,657	110,531
Tax refunds under Gift Aid		11,849	-	11,849	31,828
		97,025	27,481	124,505	142,359
<i>Other receipts</i>					
Interest received From Chapel Fund		17	-	17	0
		-	-	-	-
Total Receipts		97,042	27,481	124,523	142,359
<b>Payments</b>					
<i>Payments in furtherance of the church's objectives</i>					
Direct costs	2	92,873	20,552	113,425	113,378
Grants paid	3	16,535	-	16,535	20,575
Total Payments		109,408	20,552	129,960	133,953
Net Receipts/(Payments)		(12,366)	6,929	(5,437)	8,406
Transfers between funds		0	-	-	-
<b>Net Movement in Funds</b>		(12,365)	6,929	(5,437)	8,406
Rolling Balances at 30 June 2020		35,481	-	21,292	12,879
<b>Rolling Balances 30 June 2021</b>		12,879	6,929	19,808	21,292



The notes on pages 8-9 form part of these accounts.

**CHINNOR CONGREGATIONAL CHRISTIAN FELLOWSHIP**

**STATEMENT OF ASSETS & LIABILITIES**

**AS AT 30 JUNE 2021**

**1. Fixed Assets**

	<b>2021</b>	<b>2020</b>
	£	£
Office Equipment etc	1,775	2,165
	<hr/> 1,775	<hr/> 2,165

Land and buildings are owned by Chinnor Congregational Church, Chapel Fund.

**2. Bank & Cash Balances**

	<b>2021</b>	<b>2020</b>
	£	£
Held at Bank	38,911	25,423
Rental income held on behalf of Chapel Fund*	-	0
Fellowship available funds	<hr/> 38,911	<hr/> 25,423

\* See Notes pages, Note 5

**3. Other Assets & Liabilities**

	<b>2021</b>	<b>2020</b>
	£	£
<i>Assets</i>		
Gift Aid Claim	31,048	0
	<hr/> 31,048	<hr/> 0
<i>Liabilities</i>		
Loans - Roof repairs	0,00	5,081
Gift Aid Overclaim	10,057	4,370
Other	0,00	1,983
	<hr/> 10,057	<hr/> 11,434

The accounts were approved by the trustees on 18th May 2022 and signed on their behalf by

Sludlow  
Chair  
Steve Ludlow



The notes on pages 8-9 form part of these accounts.

## CHINNOR CONGREGATIONAL CHRISTIAN FELLOWSHIP

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 30 JUNE 2021

#### **Accounting Policies**

The accounts have been prepared on a receipts and payments basis with a statement of assets and liabilities.

<b>Direct Costs</b>	<b>General Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Staff costs (Note 4)	44,129	-	43,567	43,567
Church building costs	48,983	-	50,041	50,041
Manse costs	20		1,302	1,302
Utilities and Maintenance	6,799		5,336	5,336
Office costs	4,405		2,261	2,261
Professional Fees (incl insurance)	4,882		3,480	3,480
Work among the young	316		824	824
Ministry costs	396		2,573	2,573
Other costs	3,195		3,994	3,994
	<hr/> 113,125	<hr/> -	<hr/> 113,378	<hr/> 113,378
<b>Grants Paid</b>				
Individuals	300		300	4,250
Institutions	16,535		16,535	16,325
	<hr/> 16,835	<hr/> -	<hr/> 16,835	<hr/> 20,575

Included within the grant figures above were the following donations of £1,000 or more:

Tearfund	£1,200
Frontiers	£3,600
London City Mission	£1,800
Wycliffe	£6,300
Albania (Four Square)	£2,980

Tearfund - to support their work in bringing relief to some of the most poverty-stricken areas of the world.

Frontiers – to support their work with Christians in Muslim countries.



London City Mission – to support their work with underprivileged people groups in the Inner city.

Wycliffe Bible Translators – to support their work to provide all nations with access to the Bible in their own language.

Albania – to support Emanuel Church in Erseke, who work among the poor and disadvantaged in that area; and to contribute to purchase of new radio aerials and equipment for 'Radio Emanuel' in Korce, in their broadcasting of the Gospel in the region.

### Staff & Trustees

The charity had one full-time employees during the year being the Pastor of the church as the Part-time staff member left at the end of the previous year ended 2020

The previous Part-time staff member is the family worker who supports the growing number of young families within the church, we are currently in the process of filling this role again

No remuneration was paid to any other trustee during the year nor to any person connected to them.

### Agency Funds - held for Chinnor Congregational Church Chapel Fund (CCCCF)

	£
Held on behalf of the Chapel Fund at 30 June 2020	13,916
Received on behalf of Chapel Fund during the year	93
Transferred to Chapel Fund during the year	0
Spent on behalf of Chapel Fund during the year	0
Held on behalf of the Chapel Fund at 30 June 2021	<u>14,009</u>

### Movement of Funds

	Balance at 1 July £	Receipts £	Payments £	Transfers	Balance at 30 June £
<i>Restricted funds</i>					
Fabric Fund	0	0	0	-	0
Building Fund	-20,080	6,996			-13,925
Church Damp Repairs Fund	0	0	0	0	-
	<u>-20,080</u>	<u>6,996</u>	<u>-</u>	<u>-</u>	<u>-13,925</u>
<i>Unrestricted funds</i>					
General	<u>41,372</u>	<u>124,523</u>	<u>(129,960)</u>	<u>0</u>	<u>35,935</u>
Total funds	<u>21,292</u>	<u>131,519</u>	<u>(129,960)</u>		<u>22,851</u>



