

# **CHINNOR CONGREGATIONAL CHRISTIAN FELLOWSHIP**

**FOR THE YEAR ENDED 30 JUNE 2022**

## **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)  
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 2022</b>
The Trustees have pleasure in submitting the Report and Accounts for the year ended 30 June 2022
<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 to see the whole church taking the whole gospel to the whole community. We are passionate about sharing the gospel message in our village, across the Chilterns and to the ends of the Earth. CCC is committed to sending teams to minister both in the United Kingdom and overseas.

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'.

The Church has two Sunday morning meetings. An early Café style discussion meeting followed by a 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 a parent/carer and toddler group.

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 year end (June 2022), the Church had one full time paid employee: the Pastor who leads the CLT and conducts many of our meetings. Our part time family worker stepped down from post on 30<sup>th</sup> June 2021.

### **Review of the year**

Following the removal of COVID restrictions during the year, the majority of the church family were able to return to "in person" services albeit with continued COVID Health and Safety precautions. Most of the church groups returned to meeting in person again including those meeting in homes for small groups.

The church continues to offer weekly meetings on Sundays by video conferencing so that vulnerable members of the congregation can still choose to join online.

During the year substantial work was carried out on the chapel building including re-roofing parts of the chapel and church hall roof; putting in a soakaway to improve the drainage in the "creche" corner of the church hall; commencing work to rebuild the front and side walls of the chapel garden facing Chinnor High Street and other general maintenance and repair work.

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

The Church will continue to meet in a blended (ie Zoom and face-to-face) manner because some members 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.

As stated above, our 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 £122,957 (2021: £124,523) with total expenditure of £121,004 (2021: £129,9960). This left a balance in all bank accounts of £42,724 of which £42,724 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 27/04/2023 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 2022 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: 25th March 2023

# CHINNOR CONGREGATIONAL CHRISTIAN FELLOWSHIP

## RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2022

	Notes	Unrestricted General	Restricted Funds	2022 £	2021 £
<b>Receipts</b>					
<i>Voluntary receipts</i>					
Grants and gifts received		93,737	7,000	100,737	112,657
Tax refunds under Gift Aid		22,197	-	22,197	11,849
		115,934	7,000	122,934	124,506
<i>Other receipts</i>					
Interest received From Chapel Fund		23	-	23	17
		-	-	-	-
Total Receipts		115,957	7,000	122,957	124,523
<b>Payments</b>					
<i>Payments in furtherance of the church's objectives</i>					
Direct costs	2	79,499	24,500	103,999	113,425
Grants paid	3	17,005	-	17,005	16,535
Total Payments		96,504	24,500	121,004	129,960
Net Receipts/(Payments)		19,453	(17,500)	1,953	(5,437)
Transfers between funds		-	-	-	-
<b>Net Movement in Funds</b>		19,453	(17,500)	1,953	(5,437)
Rolling Balances at 30 June 2021		12,879	6,929	19,808	21,292
<b>Rolling Balances 30 June 2022</b>		21,292	1,953	23,245	19,808

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

## CHINNOR CONGREGATIONAL CHRISTIAN FELLOWSHIP

### STATEMENT OF ASSETS & LIABILITIES

AS AT 30 JUNE 2022

#### 1. Fixed Assets

	2022	2021
	£	£
Office Equipment etc	1,455	1,775
	<hr/> 1,455	<hr/> 1,775

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

#### 2. Bank & Cash Balances

	2022	2021
	£	£
Held at Bank	42,724	38,911
Rental income held on behalf of Chapel Fund*	-	0
Fellowship available funds	<hr/> 42,724	<hr/> 38,911

\* See Notes pages, Note 5

#### 3. Other Assets & Liabilities

	2022	2021
	£	£
<i>Assets</i>		
Gift Aid Claim	16,967	31,048
	<hr/> 16,967	<hr/> 31,048
<i>Liabilities</i>		
Loans - Roof repairs	0,00	0,000
Gift Aid Overclaim	0,00	10,057
Other	0,00	0,00
	<hr/> 0,00	<hr/> 10,057

The accounts were approved by the trustees on xxxxxx 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 2022

##### Accounting Policies

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

	General Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
<b>Direct Costs</b>				
Staff costs (Note 4)	35,375	-	35,375	43,499
Church building costs	41,338	-	41,338	48,983
Manse costs	1,302		1,302	59
Utilities and Maintenance	12,355		12,355	6,799
Office costs	4,848		4,848	4,405
Professional Fees (incl insurance)	4,344		4,344	4,882
Work among the young	443		443	339
Ministry costs	0		0	337
Other costs	3,994		3,994	4,122
	103,999	-	103,999	113,425
<b>Grants Paid</b>				
Individuals	650		650	300
Institutions	16,355		16,355	16,235
	17,005	-	17,005	16,535

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)	£2,400

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 employee during the year being the Pastor of the church

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 2021	14,102
Received on behalf of Chapel Fund during the year	468
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 2022	<u>14,570</u>

### Movement of Funds

	Balance at 1 July £	Receipts £	Payments £	Transfers	Balance at 30 June £
<i>Restricted funds</i>					
Fabric Fund	0	7,000	(5,000)	-	2,000
Building Fund					
Church Damp Repairs Fund	0	0	0	0	-
	<u>0,0</u>	<u>7000</u>	<u>(5,000)</u>	<u>-</u>	<u>2,000</u>
<i>Unrestricted funds</i>					
General	<u>21,292</u>	<u>115,934</u>	<u>(96,504)</u>	<u>0</u>	<u>40,722</u>
Total funds	<u>21,292</u>	<u>115,934</u>	<u>(96,504)</u>		<u>42,722</u>

