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ANNUAL REPORT AND ACCOUNTS 2021

(For the period to 31-03-21)

www.chapelhouseministries.org.uk

Chapel House Ministries is a Registered Charity No. 1156159

1. Introduction

The Annual Report and Accounts for Chapel House Ministries is written equally for Trustees and those outside of the charity looking in. As a charity we have to be publicly accountable to everyone. Therefore, it is produced in accordance with the requirements of the Charities Act and any regulations made there under and the Charities SORP; Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS102) (effective 1 January 2019). For further information please contact the Chairman, Secretary or Treasurer.

Contact Details:

Chapel House Ministries, Chapel House, Moseley Road, Hallow, Worcestershire, WR2 6NH.

2. Administrative Information

Chapel House Ministries is a registered charity number 1156159 operating out of Chapel House (see address above). During the period 01 April 2020 to 31 March 2021 the following Trustees were appointed:

The first charity trustees are as follows:

Paul Frederick Wilcox
Jane Paton Wilcox

The charity trustees appointed for the following terms are as follows:

Deborah Mary Austin for 4 years to 20th March 2022
Charles Michael Barry Austin for 4 years to 20th March 2022
Gillian Lucas for 4 years to 20th March 2022
Grahame Lucas for 4 years to 20th March 2022

3. Structure, Governance and Management

Chapel House Ministries is a Charitable Incorporated Organisation (CIO) and operates in accordance with its Constitution dated 4th February 2014.

The Trustees are responsible for all aspects of the operation of the Charity including Health and Safety, discrimination and protection of vulnerable people. The Trustees are also responsible for strategic risk management and consider this at each Trustee meeting. Management actions are routinely put in place for material risks. The trustees also have adopted a standard conflict of interest clause.

The Charity Trustees meet four times a year and are responsible for all business decisions of the Charity.

4. Objectives

The objects of the Chapel House Ministries are; -

- a. To advance the Christian faith, locally, nationally and internationally, for the public benefit, but not exclusively by developing, providing (and facilitating):
 - i. Models of mentoring and hospitality,
 - ii. A ministry among people wanting to grow in their Christian faith and discipleships,
 - iii. Mentoring or Christian counselling sessions,
 - iv. Literature on Christian mentoring,

- v. A retreat centre (Chapel House) for the above purposes, and
- vi. Grants to individuals.
- b. exploring how Christian Mentoring and Counselling might interact.

5. Achievements and Outcomes

The year 2020-2021 was very different for Chapel House Ministries. Most of the year was spent in Lockdown and so the number of events and activities was dramatically reduced, as can be seen in the table below. Please note that the Zoom meetings mentioned were online retreats organised under the auspices of Chapel House Ministries, which would ordinarily have taken place in person. The 16 visits by individuals took place during brief periods when restrictions were lifted and it was considered safe enough to offer accommodation.

The Christian Coach and Mentoring Network (CCMN) was renamed from The Mentoring Network (TMN) during the year. During 2020-21 we secured a grant from the St Barnabas Trust of £1,600 towards the work of CCMN. Our mentoring work continues to grow and we are currently operating with 76 mentors / Coaches, and have mentored or coached 161 individuals.

During Lockdown, however, thanks to the generosity of donors, we were able to take advantage of the fact that the premises were not being used and have had a significant amount of work done i.e. redecoration throughout the building, block paving of the drive, repair and painting of boundary fences, and wooden cladding of the garage. All of this has helped to improve the aesthetic appeal of the building and will make it more comfortable and attractive for future guests.

Chapel House Ministries started in early 2014 and since then has:

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Chapel House Ministries						
a. ministered to, and mentored individuals	296	275	517	420	350	116
b. held separate events for mentoring, hospitality, prayer, and lectures	31	18	37	57	32	13
c. received the help of volunteers	10	10	10	10	20	0

6. Financial Review

In nutshell and as at 31 March 2021:

- a. During 2020-21 we spent money on retreats, equipment and furniture, mission partner support and general running costs as follow:

Expenditure	2020-21 £	2019-20 £
Chapel House – Equipment and furnishing	463	623
Chapel House - Running costs and Garden Maintenance	8,973	8,211
Mission partners	15,764	8,191
CCMN Mentoring Network	8,202	6,892
Total	33,402	23,917

- b. Income was received during the year as follows:

Income	2020-21 £	2019-20 £
Chapel House	11,654	9,072
Airbnb	537	0
Designated for Mission Partners	15,035	7,501
CCMN Mentoring Network	4,940	9,965
Donations for Improvements and Loan repayment	15,000	0
Total	47,167	26,538

- c. As at 31 March 2021 our **general fund** reserve stood at £6,204 (£3,448 as at 31-03-20), an increase of £2,756 during the year.
- d. As at 31 March 2021 our **Christian Coach and Mentoring Network fund** reserve stood at £2,454 (£5,716 as at 31-03-20), a decrease of £3,262 during the year.
- e. By 31 March 2021 we had £8,161 i.e., £6,774 in the bank and £1,388 owed to us (HMRC Gift Aid claim).
- f. During 2020-21 we received grants totalling £15,000 and these were used to fund the improvement works and repay a £3,000 loan used to help fund the purchase of Chapel house in 2014.
- g. The income of £537 from the letting of Chapel House through Airbnb has been transferred to the General Fund.

7. Actions for the future

The Trustees are keen to build on the existing work of CHM that is proving to be meeting the Objectives.

The Trustees continue to pursue how CHM might be used to explore the emerging, contemplative style of the Christian faith that seems to be striking a chord with a number of young Christians who are becoming increasingly isolated from formal church structures.

During 2020-21 the Trustees addressed issues around the COVID-19 Pandemic and its significant impact on the ability of the charity to continue as normal during the pandemic. The Trustees reviewed arrangements to ensure safe and social distanced operating. The Trustees also made the decision to rent out the facility under an Airbnb arrangement to ensure that we can maintain cash flow and use of the building during the predicted fallow time. This will be kept under close scrutiny and review as we move forward in the coming months and years, to ensure we can continue to operate within the limitations of the Pandemic and the “new normal”.

8. Accounting Policies

Accruals: It is the policy of Chapel House Ministries to prepare accounts on a payments and receipts basis. The exception to this is the claim for Gift Aid recovery from HMRC that remains outstanding at the year end. This will be treated on an accrual basis.

Property Valuation: The Charity owns one property; Chapel House. The initial value of the building was shown at purchase cost (2014) and subsequently increased by the value of the internal reordering works carried out in 2016-17. The Charity has adopted a policy of revaluing Chapel House, in accordance with the Financial

Reporting Standard (FRS102). In 2017 a professional and independent valuation was carried out as now reflected in these accounts.

The letting of Chapel House through Airbnb: the Trustees have agreed to use the income from letting to support the ministry and upkeep of Chapel House.

9. The Annual Statement of Accounts 2021

The Statement of Accounts is set out on the following pages. An Independent Examiner's report is set out on Page 10.

Page No.	Financial Statements for the period 1 April 2020 to 31 March 2021
5	Statement of Financial Activities and funds summary
6	Balance Sheet
7	Fund Movement summary
8	Statement of Assets and Liabilities
9	Analysis of Receipts and Payments (notes A, B1 and B2)
10	Additional notes to the accounts (notes B3, C, D and E)
11	Statement of Financial Activities and funds summary 2019-20 for comparison with 2020-21 on page 5
12	Report of Independent Examiner

10. Notes to the Accounts

The following pages set out the statement of accounts together with notes to explain them.

Chapel House Ministries Annual Report and Accounts 2021

Chapel House Ministries Statement of Financial Activities For the period from 01 April 2020 to 31 March 2021

	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total funds £	Prior year total funds £	Further details
Incoming resources							
Incoming resources from generated funds	-	-	2,690	-	2,690	9,965	A
Voluntary income	10,030	29,114	2,250	-	41,278	16,573	A
Activities for generating funds	-	-	-	-	-	-	
Investment income	3	537	-	-	540	-	
Incoming resources from charitable activities	-	-	-	-	-	-	
Other incoming resources	-	-	-	-	-	-	
Prior Year Adjustments	1,621	491	-	-	2,112	-	
Total income	11,654	30,572	4,940	-	47,167	26,538	
Resources used							
Cost of generating voluntary income	409	-	-	-	409	2,027	B2
Charitable activities	8,419	13,713	8,202	-	30,334	21,890	
Prior Year Adjustments	607	2,051	0	-	30,334	21,890	B1
Total expenditure	9,436	15,764	8,202	-	33,402	23,917	
Net income / (expenditure) resources before	2,218	14,808	-3,262	-	13,765	2,621	
Transfers between funds:							
Gross transfers between funds - in	537	-	-	-	537	-	D
Gross transfers between funds - out	-	-537	-	-	-537	-	D
Investments and Assets valuations:							
Gains/losses on investment assets	-	-	-	-	-	-	B3
Gains on revaluation, fixed assets, charity's own use	-	-	-	-	-	-	C
Net movement in funds	2,755	14,271	-3,262	-	13,765	2,621	
Reconciliation of funds							
Total funds brought forward	3,448	116,669	5,716	-	125,833	123,213	
Total funds carried forward	6,204	130,941	2,454	-	139,599	125,833	
Represented by:							
Unrestricted							
General fund	6,204	-	-	-	6,204	3,448	
Designated							
Airbnb	-	-	-	-	-	-	
Chapel House Revaluation Reserve	-	19,920	-	-	19,920	19,920	
Funds used for purchase of Chapel House	-	32,667	-	-	32,667	29,667	
Funds used for the improvement of Chapel House	-	77,412	-	-	77,412	65,412	
George	-	941	-	-	941	1,669	
Retreats	-	-	-	-	-	-	
Restricted							
The Christian Coach And Mentor Network	-	-	2,454	-	2,454	5,716	
Total funds	6,204	130,941	2,454	-	139,599	125,833	

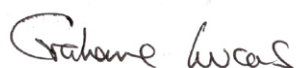
There may be minor discrepancies in the totals as the pence are not being shown on any of the financial statements above and on the following pages.

See Page 11 - Statement of Financial Activities and funds summary 2019-20 for comparison with 2020-21.

Chapel House Ministries **Balance Sheet (Summary)**

	As at 31/03/2021	As at 31/03/2020
Fixed assets		
Tangible Assets	287,000	275,000
Total Fixed Assets	287,000	275,000
Current assets		
Debtors	1,388	866
Cash At Bank And In Hand	6,774	8,529
	8,161	9,396
Current Liabilities		
Current Liabilities	-	-
Net current assets less current liabilities	8,161	9,396
Total assets less current liabilities - net assets	295,161	284,396
Less Long Term Liabilities		
Provision For Liabilities After One Year - see Note F, page 10	155,563	158,563
Total net assets less long term liabilities	139,599	125,833
Represented by		
Unrestricted funds:		
General Funds	6,204	3,448
Designated funds:		
Chapel House Revaluation Reserve	19,920	19,920
Funds used for purchase of Chapel House see Note F, page 10	32,667	29,667
Funds used for the improvement of Chapel House	77,412	65,412
George	941	1,669
Restricted		
The Christian Coach And Mentor Network	2,454	5,716
Fund Totals of the charity	139,599	125,833

Note 1: It is the policy of the charity to prepare accounts on a receipts and payments basis with the exception of the recovery of tax on Gift Aided donations and the valuation of the Chapel House property.



Grahame Lucas
Treasurer
28th January 2022



Paul Wilcox
Chairman
28th January 2022

Chapel House Ministries
Fund movement summary
Selected period: 01 April 2020 to 31 March 2021

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances carried forward
	£	£	£	£	£	£
Unrestricted funds:						
General - General fund	3,448	11,654	9,436	537	-	6,204
Designated funds:						
Air - Airbnb	-	537	-	-537	-	-
Funds used for purchase of Chapel House	29,667	3,000	-	-	-	32,667
Funds used for the improvement of Chapel House	65,412	12,000	-	-	-	77,412
Chapel House Revaluation Reserve	19,920	-	-	-	-	19,920
George	1,669	15,035	15,764	-	-	941
Restricted Funds:						
CCMN - The Christian Coach And Mentor Network	5,716	4,940	8,202	-	-	2,454
Totals	125,833	47,167	33,402	0	0	139,599

Chapel House Ministries Annual Report and Accounts 2021

Chapel House Ministries Statement of Assets and Liabilities (by code) As at: 31 March 2021

Class and nominal code	General (Unrestrict ed) £	Designated £	Restricted £	Endowment £	Total £	Last year £
Fixed Asset - Tangible Assets						
6431: Chapel House purchase	-	189,667	-	-	189,667	189,667
6432: Chapel House Improvements	-	77,412	-	-	77,412	65,412
6433: Chapel House Revaluation	-	19,920	-	-	19,920	19,920
Total	-	287,000	-	-	287,000	275,000
Current Assets - Cash At Bank And In Hand						
6501: Bank current account	5,741	-1421	2,454	-	6,774	8,529
Total	5,741	-1421	2,454	-	6,774	8,529
Current Asset - Debtors						
Z05: Accounts Receivable	463	925	-	-	1,388	866
Total	463	925	-	-	1,388	866
Liability - Provision For Liabilities After One Year						
6602: Long Term Loans received	-	155,563	-	-	155,563	158,563
Total	-	155,563	-	-	155,563	158,563
Net total assets	6,204	130,941	2,454	0	139,599	125,833
Represented by:						
General (Unrestricted)	6,204	-	-	-	6,204	3,448
Funds used for purchase of Chapel House	-	32,667	-	-	32,667	29,667
George	-	941	-	-	941	1,669
Funds used for the improvement of Chapel House	-	77,412	-	-	77,412	65,412
Chapel House Revaluation Reserve	-	19,920	-	-	19,920	19,920
Restricted - CCMN	-	-	2,454	-	2,454	5,716
Total funds of the charity	6,204	130,941	2,454	0	139,599	125,833

Chapel House Ministries Annual Report and Accounts 2021

Chapel House Ministries

Analysis of income and expenditure Selected period: 01 April 2020 to 31 March 2021

	General £	Designated £	Restricted £	Endowment £	Total This year £	Total Last year £
Note A						
Incoming resources						
Incoming resources from generated funds						
0101 - Gift Aid - Bank	550	2,120	-	-	2,670	5,995
0201 - Other planned giving	170	760	-	-	930	245
0501 - One-off Gift Aid gifts	1,800	6,270	-	-	8,070	400
0550 - Donations appeals etc	6,892	18,250	650	-	25,792	7,914
0601 - Tax recoverable on Gift Aid	619	2,145	-	-	2,763	2,391
08A1 - Non-recurring one-off grants	-	-	1,600	-	1,600	-372
1020 - Bank and building society interest	3	-	-	-	3	-
1030 - Rent from lands or buildings	-	537	-	-	537	-
0401 - Annual Subscriptions	-	-	1,430	-	1,430	80
0402 - Training Delivery	-	-	440	-	440	-
0403 - Gifts Received	-	-	820	-	820	9,885
Incoming resources from generated funds Totals	10,033	30,081	4,940	-	45,055	26,538
1500 - Prior year adjustments	1,621	491	-	-	2,112	-
Incoming resources Grand totals	11,654	30,572	4,940	0	47,167	26,538
Resources used						
Note B2						
Cost of generating funds						
1730 - Costs of retreats & events	409	-	-	-	409	2,027
Cost of generating funds Totals	409	-	-	0	409	2,027
Note B1						
Charitable activities						
1601 - Administration CCMN	-	-	6,063	-	6,063	4,139
1602 - Website and Email CCMN	-	-	137	-	137	550
1603 - Social Media and Marketing CCMN	-	-	1,260	-	1,260	1,405
1604 - IT Support CCMN	-	-	383	-	383	569
1606 - Core Team Expenses CCMN	-	-	-	-	-	228
1801 - Giving to mission partners	1,250	13,713	-	-	14,963	5,391
1850 - Home mission	-	-	-	-	-	2,800
1870 - Secular charities	23	-	-	-	23	-
2010 - Travel costs	-	-	-	-	-	116
2050 - Caretaking	2,400	-	-	-	2,400	2,400
2201 - Training and mission	-	-	-	-	-	319
2331 - Cleaning	56	-	-	-	56	-
2343 - Furniture and Equipment	463	-	-	-	463	623
2350 - Upkeep of garden	972	-	-	-	972	951
2360 - Administration	421	-	360	-	781	262
2401 - Chapel House - insurance	983	-	-	-	983	1,077
2402 - Chapel House maintenance	891	-	-	-	891	72
2414 - Chapel House heating and lighting	960	-	-	-	960	985
Charitable activities Totals	8,419	13,713	8,202	0	30,334	21,890
2900 - Prior year adjustments	607	2,051	-	-	2,659	-
Resources used Grand totals	9,436	15,764	8,202	0	33,402	23,917
<i>Net change in resources (-ve = reduction)</i>	<i>2,218</i>	<i>14,808</i>	<i>-3,262</i>	<i>0</i>	<i>13,765</i>	<i>2,621</i>

Note B3 Investments: The Charity does not hold any cash investments.

Note C Property Valuation: This was carried out on 20-09-2017 by Cameron H Clarke FRICS of Clarke & Jay Chartered Surveyors. The basis for valuation was market value based on the values of similar residential properties in the area. The property was valued at £275,000. In accordance with the Financial Reporting Standard (FRS102) the Charity will arrange for revaluations every 5 years (next one in 2022).

During the year works were carried out to significantly improve the driveway and external areas. These have been capitalised as they are anticipated to have improved the overall value of the Chapel House asset and are reflected below.

Property: Chapel House, Mosely Road, Hallow.	Freehold Land and Buildings as at 31-3-21	Freehold Land and Buildings as at 31-3-19
	£	£
Cost & valuation history		
Purchase price March 2014 (including capitalised fees and costs)	189,667	189,667
Reordering & Improvements 2016-17	62,627	62,627
Reordering and improvements 2017-18	2,786	2,786
Improvements to driveway & external areas	12,000	0
Revaluation on 20-09-2017	19,920	19,920
<i>Net book value at the end of year</i>	287,000	275,000
N.b. there were no impairments and no depreciation applied		

Note D Transfers between funds: the funds generated by the AirBnB project in 2020/21 (£537) were transferred to the General Fund. This project was established to provide funding for the charity by making better use of the Chapel House building.

Note E Debtors: Three claims were made to HMRC after 31-03-2021 in respect of Gift Aided income prior to 01-04-2021. The claims amount to £1,388 and have been treated as an accrual of income in the 2020-21 accounts. All three claims were received in 2020-21.

Note F Long Term Liabilities: During 2020-21 a long-term loan was repaid, thus reducing the amount of Long-Term Liabilities in the Balance Sheet. The repayment was funded from donations during 2020-21. As the original purpose of the loan was to help fund the purchase of Chapel House, the application of the Chapel House donations to the repayment is also shown as increasing the value of the "Funds used for purchase of Chapel House" in the Balance Sheet.

Chapel House Ministries Annual Report and Accounts 2021

Chapel House Ministries Statement of Financial Activities Comparators For the period from 01 April 2019 to 31 March 2020

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Prior year total funds £
Incoming resources					
Incoming resources from generated funds	-	9,965	-	9,965	-
Voluntary income	16,573	-	-	16,573	21,941
Investment income	-	-	-	-	-
Activities for generating funds	-	-	-	-	-
Other incoming resources	-	-	-	-	-
Incoming resources from charitable activities	-	-	-	-	-
Total income	16,745	9,965	-	26,538	21,941
Resources used					
Charitable activities	14,998	6,892	-	21,890	17,601
Other resources used	-	-	-	-	-
Cost of generating funds	-	-	-	-	-
Cost of generating voluntary income	2,027	-	-	2,027	1,787
Fundraising trading cost of goods sold and other costs	-	-	-	-	-
Investment management costs	-	-	-	-	-
Governance costs	-	-	-	-	-
Total expenditure	17,025	6,892	-	23,917	19,387
Net income / (expenditure)	-453	3,073	-	2,621	2,554
Net gains (losses) on investments	-	-	-	-	-
Gains (losses) on revaluation of fixed assets	-	-	-	-	-
Transfers between funds:					
Gross transfers between funds - in	-	-	-	-	5,572
Gross transfers between funds - out	-	-	-	-	-5,572
Net movement in funds	-453	3,073	-	2,621	2,554
Reconciliation of funds:					
Total funds brought forward	120,570	2,643	-	123,213	120,659
Total funds carried forward	120,117	5,716	-	125,833	123,213
Represented by:					
Unrestricted funds					
General fund	3,448	-	-	3,448	3,211
Designated funds					
Chapel House Revaluation Reserve	19,920	-	-	19,920	19,920
Funds used for purchase of Chapel House	29,667	-	-	29,667	29,667
Funds used for the improvement of Chapel House	65,412	-	-	65,412	65,412
George	1,669	-	-	1,669	2,359
Restricted funds					
The Christian Coach And Mentor Network	-	5,716	-	5,716	2,643
Total Funds	120,117	5,716	-	125,833	123,213

There may be minor discrepancies in the totals if the pence are not being shown

Independent Examiner's Report to the trustees of Chapel House Ministries Registered Charity 1156159.

I report to the trustees on my examination of the accounts of Chapel House Ministries (the Trust) for the year ended 31 March 2021.

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.



Timothy Marlow
FCMA, CGMA

11 Ingram Avenue, Worcester.

28 January 2022