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ANNUAL REPORT AND ACCOUNTS 2022

(For the period to 31-03-22)

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 2021 to 31 March 2022 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

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

Deborah Mary Austin for 4 years to 20th March 2026
Charles Michael Barry Austin for 4 years to 20th March 2026
Gillian Lucas for 4 years to 20th March 2026
Grahame Lucas for 4 years to 20th March 2026

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 any material risks 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 value of the charity's property provides sufficient cover for the long-term liabilities and the low-level strategic risk that the charity is forced to cease operating due to the loss of key Trustees.

The Charity Trustees meet up to 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

Although it started in the final stages of Lockdown, the year 2021-2022 saw a 'normal service' resuming with Chapel House Ministries. It is encouraging to note that 87 individuals have been to stay on personal retreats (either for one day or for a couple of days together) or for personal counselling sessions. Generally, these folk will make use of the kitchen facilities, or the local pub for meals. We don't normally offer to provide meals unless they are mentees and on occasions, we might do that.

The 135 individuals who have visited Chapel House for the events listed below have represented a wide range of churches and organisations e.g., Baptist Church leadership teams from Worcester and Malvern; Worcestershire Home for Good teams; 'Fusion' (University Students) fellowship times; team meetings for the Christian Coach and Mentor Network; An Unexpected Journey weekend retreat at which a progressive approach to contemporary Christianity was explored. It has really felt as if we have got back on track for the initial vision of Chapel House. The help of volunteers has been significant, but not needed very often.

A further highly important function of Chapel House in this period has been to provide a safe and comfortable venue for Jane to see her counselling clients. She receives very positive feedback regularly with comments about the how conducive the environment is for confidential conversations.

In accordance with our Objects, we approved grants to overseas organisations and individuals. In part this was through funds donated for this purpose and partly through general funds. Careful background checks were made to ensure the money sent abroad was both received and used for the purposes intended when the grants were made. In general terms the funding has supported Christian workers in Tanzania. In one case it has enabled a PhD student to become the academic Dean of Msalato theological college, Dodoma. This enables him to train Christian pastors. Some local churches have used this opportunity to sponsor students to attend. In another case the grant has helped a Church Mission Society sponsored family to expand the work amongst people with disabilities in Iringa and, in 2023, in Arusha.

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

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Chapel House Ministries							
a. ministered to, and mentored individuals	296	275	517	420	350	116	93
b. Number of individuals who have visited Chapel House for mentoring, hospitality, prayer, and lectures	31	18	37	57	32	13	135
c. received the help of volunteers	10	10	10	10	20	0	10
d. Number of mentors							84

6. Financial Review

In nutshell and as at 31 March 2022:

- a. During 2021/22 we spent money on retreats, equipment and furniture, mission partner support and general running costs as follow:

Expenditure	2021-22 £	2020-21 £
Chapel House – Equipment and furnishing	852	463
Chapel House - Running costs and Garden Maintenance	10,447	8,973
Mission partners	7,668	15,764
CCMN Mentoring Network	3,306	8,202
Total	22,273	33,402

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

Income	2021-22 £	2020-21 £
Chapel House	6,559	11,654
Airbnb	2,183	537
Designated for Mission Partners	9,896	15,035
CCMN Mentoring Network	5,329	4,940
Donations for Improvements and Loan repayment	0	15,000
Total	23,967	47,167

- c. As at 31 March 2022 our **general fund** reserve stood at £3,648 (£6,204 as at 31-03-21), a decrease of £2,446 during the year (an increase of £2,756 during the previous year).
- d. As at 31 March 2022 our **Christian Coach and Mentoring Network fund** reserve stood at £4,476 (£2,454 as at 31-03-21), an increase of £2,022 in the year (a decrease of £3,262 during the previous year).
- e. By 31 March 2022 we had £9,856 i.e., £9,655 in the bank and £201 owed to us (HMRC Gift Aid claim).
- f. The income of £2,183 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 2021-22 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”.

The Trustees have also agreed to research separating the Christian Coach and Mentor Network element of our work into a charitable incorporated organisation of its own.

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 is 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). A professional and independent valuation was carried out on 4th February 2022 and is reflected in these accounts. In accordance with the Financial Reporting Standard (FRS102) the Charity will arrange for revaluations with sufficient regularity to ensure that the value in the accounts doesn't vary materially from its current value. The Trustees plan to seek another valuation in 2027.

Works to Property: Items of expenditure that are deemed to improve the value of the property are capitalised and treated as part of the Fixed Asset “Chapel House”. All expenditure on maintenance is charged to the year of account. Expenditure equipment or assets on or above £2,500 with a life expectancy greater than two years is capitalised and subject to depreciation on the straight-line method over the forecast life of the asset.

Procurement: All expenditure above £2,500 should be subject to Trustee approval prior to purchase. Any expenditure on a single item above £2,500 should be subject to receipt of at least two written or documented quotes and be subject to Trustee approval if the lowest quote is not to be accepted. Any expenditure above £7,500 should be subject to three written quotes based on a clear specification of the works or asset to be purchased, and Trustee approval of the selected quote.

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.

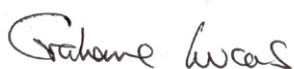
9. The Annual Statement of Accounts 2022

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 2021 to 31 March 2022
6	Statement of Financial Activities and funds summary
7	Balance Sheet
8	Fund Movement summary
9	Statement of Assets and Liabilities
10	Analysis of Receipts and Payments (notes A, B1 and B2)
11	Additional notes to the accounts (notes B3, C, D and E)
12	Statement of Financial Activities and funds summary 2020-21 for comparison with 2020-21 on page 6
13	Report of Independent Examiner (to follow)

10. Notes to the Accounts

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



Grahame Lucas
Treasurer
7th January 2023



Paul Wilcox
Chairman
7th January 2023

Chapel House Ministries Annual Report and Accounts 2022

Chapel House Ministries Statement of Financial Activities For the period from 01 April 2021 to 31 March 2022

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £	Further details
Incoming resources						
Incoming resources from generated funds	-	-	3,854	3,854	2,690	A
Voluntary income	6,554	9,896	1,475	17,925	41,278	A
Investment income	5	2,183	-	2,188	540	
Other incoming resources	-	-	-	-	2,112	
Total income	6,559	12,079	5,329	23,967	47,167	
Resources used						
Cost of generating voluntary income	1,019	-	60	1,079	409	B2
Charitable activities	10,279	7,668	3,246	21,194	30,334	B1
Prior year adjustments	-	-	-	-	2,659	
Total expenditure	11,299	7,668	3,306	22,273	33,402	
Net income (expenditure) resources before transfers	-4,739	4,411	2,022	1,695	13,765	
Transfers between funds:						
Gross transfers between funds - in	2,183	-	-	2,183	537	D
Gross transfers between funds - out	-	-2,183	-	-2,183	-537	D
Investment and Assets valuations:						
Gains/losses on investment assets	-	-	-	-	-	B3
Gains on revaluation, fixed assets, charity's own use	-	13,000	-	13,000	-	C
Net movement in funds	-2,556	15,228	2,022	14,695	13,765	
Reconciliation of funds:						
Total funds brought forward	6,204	130,941	2,454	139,599	125,833	
Total funds carried forward	3,648	146,169	4,476	154,293	139,599	
Represented by:						
Unrestricted						
General fund	3,648	-	-	3,648	6,204	
Designated						
Chapel House Revaluation Reserve	-	32,920	-	32,920	19,920	
Funds used for purchase of Chapel House	-	32,667	-	32,667	32,667	
Funds used for the improvement of Chapel House	-	77,412	-	77,412	77,412	
George	-	3,169	-	3,169	941	
Restricted						
The Christian Coach And Mentor Network	-	-	4,476	4,476	2,454	
Total funds	3,648	146,169	4,476	154,293	139,599	

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 12 - Statement of Financial Activities and funds summary 2020-21 for comparison with 2021-22.

Chapel House Ministries Balance Sheet

	As at 31/03/2022	As at 31/03/2021
Fixed assets		
Tangible Assets	300,000	287,000
	300,000	287,000
Current assets		
Debtors	201	1,388
Cash At Bank And In Hand	9,655	6,774
	9,856	8,161
Liabilities		
Current Liabilities	-	-
Net current assets less current liabilities	9,856	8,161
Total assets less current liabilities	309,856	295,161
Less Liabilities:		
Provision For Liabilities After One Year	155,563	155,563
Total net assets less liabilities	154,293	139,599
Represented by:		
Unrestricted		
Unrestricted - General Funds	3,648	6,204
Designated		
Chapel House Revaluation Reserve	32,920	19,920
Funds used for purchase of Chapel House	32,667	32,667
Funds used for the improvement of Chapel House	77,412	77,412
George	3,169	941
Restricted		
The Christian Coach And Mentor Network	4,476	2,454
Fund Totals	154,293	139,599

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.

Chapel House Ministries
Fund movement summary
Period: 01 April 2021 to 31 March 2022

Fund	Fund balances brought forward £	Incoming Resources £	Outgoing Resources £	Transfers £	Gains and Losses £	Fund balances carried forward £
Unrestricted funds:						
General fund	6,204	6,559	11,299	2,183	-	3,648
Designated funds:						
Air - Airbnb	-	2,183	-	-2,183	-	-
Funds used for purchase of Chapel House	32,667	-	-	-	-	32,667
Funds used for the improvement of Chapel House	77,412	-	-	-	-	77,412
Chapel House Revaluation Reserve	19,920	-	-	-	13,000	32,920
George	941	9,896	7,668	-	-	3,169
Restricted funds:						
The Christian Coach And Mentor Network	2,454	5,329	3,306	-	-	4,476
Total charity funds	139,599	23,967	22,273	-	13,000	154,293

Chapel House Ministries Annual Report and Accounts 2022

Chapel House Ministries Statement of Assets and Liabilities (by code) As at: 31 March 2022

Class and nominal code	General (Unrestricted) £	Designated £	Restricted £	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	77,412
6433: Chapel House Revaluation	-	32,920	-	32,920	19,920
Total	-	300,000	-	300,000	287,000
Current Asset - Cash At Bank And In Hand					
6501: Bank current account	3,628	1,551	4,476	9,655	6,774
Total	3,628	1,551	4,476	9,655	6,774
Current Asset - Debtors					
Z05: Accounts Receivable	20	181	-	201	1,388
Total	20	181	-	201	1,388
Liability - Provision For Liabilities After One Year					
6602: Long Term Loans received	-	155,563	-	155,563	155,563
Total	-	155,563	-	155,563	155,563
Net total assets	3,648	146,169	4,476	154,293	139,599
Represented by					
Unrestricted funds:					
General	3,648	-	-	3,648	6,204
Designated funds:					
Funds used for purchase of Chapel House	-	32,667	-	32,667	32,667
George	-	3,169	-	3,169	941
Funds used for improvement of Chapel House	-	77,412	-	77,412	77,412
Chapel House revaluation reserve	-	32,920	-	32,920	19,920
Restricted funds:					
Christian Coach and Mentor Network	-	-	4,476	4,476	2,454
Total funds of the charity	3,648	146,169	4,476	154,293	139,599

Chapel House Ministries Annual Report and Accounts 2022

Chapel House Ministries Analysis of income and expenditure Period: 01 April 2021 to 31 March 2022

	General £	Designated £	Restricted £	Total this year £	Total last year £
NOTE A					
Incoming resources					
Incoming resources from generated funds					
0101 - Gift Aid - Bank	540	2,340	-	2,880	2,670
0201 - Other planned giving	240	2,994	-	3,234	930
0501 - One-off Gift Aid gifts	1,250	3,352	-	4,602	8,070
0550 - Donations appeals etc	4,081	50	1,475	5,606	25,792
0601 - Tax recoverable on Gift Aid	388	1,160	-	1,548	2,763
08A1 - Non-recurring one-off grants	-	-	-	-	1,600
0901 - Other funds generated	56	-	-	56	-
1020 - Bank and building society interest	5	-	-	5	3
1030 - Rent from lands or buildings	-	2,183	-	2,183	537
0401 - Annual Subscriptions	-	-	2,630	2,630	1,430
0402 - Training Delivery	-	-	461	461	440
0403 - Gifts Received	-	-	763	763	820
Incoming resources from generated funds Totals	6,559	12,079	5,329	23,967	45,055
1500 - Prior Year Adjustment	-	-	-	-	2,112
Incoming resources Grand totals	6,559	12,079	5,329	23,967	47,167
Resources used					
NOTE B2					
Cost of generating funds					
1730 - Costs of retreats & events	1,019	-	60	1,079	409
Cost of generating funds Totals	1,019	-	60	1,079	409
NOTE B1					
Charitable activities					
1601 - Administration CCMN	-	-	2,809	2,809	6,063
1602 - Website and Email CCMN	-	-	-	-	137
1603 - Social Media and Marketing CCMN	-	-	225	225	1,260
1604 - IT Support CCMN	-	-	192	192	383
1801 - Giving to mission partners	625	7,668	-	8,293	14,963
1850 - Home mission	250	-	-	250	-
1870 - Secular charities	-	-	-	-	23
2050 - Caretaking	2,400	-	-	2,400	2,400
2331 - Cleaning	29	-	-	29	56
2343 - Furniture and Equipment	852	-	-	852	463
2350 - Upkeep of garden	1,345	-	-	1,345	972
2360 - Administration	573	-	20	593	781
2401 - Chapel House - insurance	989	-	-	989	983
2402 - Chapel House maintenance	2,257	-	-	2,257	891
2414 - Chapel House heating and lighting	960	-	-	960	960
Charitable activities Totals	10,279	7,668	3,246	21,194	30,334
2900 - Prior Year Adjustment	-	-	-	-	2,659
Resources used Grand totals	11,299	7,668	3,306	22,273	33,402
<i>Net change in resources (-ve = reduction)</i>	<i>-4,740</i>	<i>4,411</i>	<i>2,023</i>	<i>1,694</i>	<i>13,765</i>

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

Note C Property Valuation: This was last carried out on 4th February 2022 by Messrs Nicol & Co. The basis for valuation was market value based on the values of similar residential properties in the area. The property was valued in the region of £300,000. In accordance with the Financial Reporting Standard (FRS102) the Charity will arrange for revaluations with sufficient regularity to ensure that the value in the accounts doesn't vary materially from its current value. The Trustees plan to seek another valuation in 2027.

Property: Chapel House, Mosely Road, Hallow.	Freehold Land and Buildings as at 31-3-22	Freehold Land and Buildings as at 31-3-21
	£	£
Cost & valuation history		
Purchase price March 2014 (including capitalised fees and costs)	189,667	189,667
Cost of reordering & improvements 2016-17	62,627	62,627
Cost of reordering and improvements 2017-18	2,786	2,786
Cost of improvements to driveway & external areas in 2020	12,000	12,000
Revaluation on 20-09-2017	19,920	19,920
Revaluation on 04-02-2022	13,000	-
Net book value at the end of year	300,000	287,000
N.b. there were no impairments and no depreciation applied		

Note D Transfers between funds: the funds generated by the Airbnb project of £2,183 in 2021/22 (£537 in 2020/21) 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: One claim was made to HMRC after 31-03-2022 in respect of Gift Aided income prior to 01-04-2022. The claim totalled £201 (£1,388 (2020-21) and has been treated as an accrual of income in the 2021/22 accounts. The claim was received in November 2022.

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.

Donations of goods and services in kind: The revaluation of Chapel House was carried out by Messrs Nicol & Co. free of charge. Our annual independent examination was carried out by Tim Marlow free of charge.

Chapel House Ministries
Statement of Financial Activities Comparators
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 £
Incoming resources						
Incoming resources from generated funds	-	-	2,690	-	2,690	9,965
Voluntary income	10,030	29,114	2,250	-	41,278	16,573
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
Charitable activities	8,419	13,713	8,202	-	30,334	21,890
Prior Year Adjustments	607	2,051	0	-	2,659	0
Total expenditure	9,436	15,764	8,202	-	33,402	23,917
Net income / (expenditure) resources before transfer	2,218	14,808	-3,262	-	13,765	2,621
Transfers between funds:						
Gross transfers between funds - in	537	-	-	-	537	-
Gross transfers between funds - out	-	-537	-	-	-537	-
Investments and Assets valuations:						
Gains/losses on investment assets	-	-	-	-	-	-
Gains on revaluation, fixed assets, charity's own use	-	-	-	-	-	-
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

**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 2022.

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.

19 January 2023