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ANNUAL REPORT AND ACCOUNTS 2023

(For the period to 31-03-23)

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 2022 to 31 March 2023 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 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 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

It has been an extremely fruitful year for Chapel House Ministries. We have seen a number of our original guests come back to the Chapel after the pandemic period. This is normally for individual or personal retreats. Ministers from the immediate area and also further afield have enjoyed coming to Chapel House and taking some time out at the Chapel. We have received many messages of encouragement in which people talk about how it has been a great space to spend time with God and be refreshed. This brings joy to our hearts and affirms the ministry. Also, largely due to the redesign of the website, we have reached some charities and organisations further afield, e.g. the Formission group from Birmingham who came for a quiet day. These groups will tend to be self-catering and will make use of a readily available buffet service from a local farm shop, or alternatively visit the village pub. This has relieved the pressure on Jane and Paul in terms of catering.

It has also been wonderful for Jane to use the Chapel for her counselling ministry. She has a growing client base and the atmosphere in the Chapel lends itself to the one-to-one work that she does. There is a growing need currently for therapists and as a member of the Association of Christian Counsellors, Jane is very well occupied.

We continue to closely follow the ministry of our partner in Tanzania, Dr George Otieno Lawi, the academic dean at Msalato theological college. Our support enables him to continue his teaching and ministry in Dodoma, the administrative capital of Tanzania. His children are currently doing well at college and school, achieving high marks and we trust that our investment in the ministry of this family will prove fruitful in the future.

The Airbnb use of Chapel House has proved very successful and, informally, some great connections with people have been made. All guests have spoken very highly in their reviews of the Chapel House facility.

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

	2015/21	2021/22	2022/23
Chapel House Ministries			
a. ministered to, and mentored individuals	2,026	93	53
b. Number of individuals who have visited Chapel House for mentoring, hospitality, prayer, and lectures	190	135	210
c. received the help of volunteers	60	10	3
d. Number of mentors		84	25

6. Financial Review

In nutshell and as at 31 March 2023:

- a. During 2022-23 we spent money on retreats, equipment and furniture, mission partner support and general running costs as follow:

Expenditure	2022-23	2021-22
	£	£
Chapel House – Equipment and furnishing	311	852
Chapel House - Running costs and Garden Maintenance	7,484	10,447
Mission partners	9,314	7,668
CCMN Mentoring Network	5,642	3,306
Total	22,751	22,273

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

Income	2022-23	2021-22
	£	£
Chapel House	7,072	6,559
Airbnb	1,342	2,183
Designated for Mission Partners	7,113	9,896
CCMN Mentoring Network	2,923	5,329
Total	18,449	23,967

- c. As at 31 March 2023 our **general fund** reserve stood at £4,267 (£3,648 as at 31-03-22), an increase of £619 during the year (a decrease of £2,446 during the previous year).
- d. As at 31 March 2023 our **Christian Coach and Mentoring Network fund** reserve stood at £1,756 (£4,476 as at 31-03-22), a decrease of £2,720 in the year (an increase of £2,022 during the previous year).
- e. By 31 March 2023 we had £5,555 i.e., £5,287 in the bank and £268 owed to us (HMRC Gift Aid claim).
- f. Income from the letting of Chapel House through Airbnb was £1,342 during the year and this has been transferred to the General Fund (£2,183 in 2021-22).

7. Actions for the future

The Trustees have reviewed where Chapel House Ministries is in its development and are confident it is still meeting its objectives. It is felt that Paul and Jane have enough energy, vision and ideas to keep going for another five years and at that point we will review again. There is still a desire to pursue activities and events that explore contemplative expressions of the Christian faith, and to that end, an 'Unexpected Journey' retreat is planned for mid-February 2024.

We are going to be hosting an occasional lunch for people in leadership, locally, who are on an inclusive 'journey' and feeling in need of encouragement. These will be drawn from our existing contacts, initially, but we anticipate attendance will grow. This will take place on a termly basis, and we believe is in keeping with the foundational principles of Chapel House Ministries.

We also plan to host further 'Unexpected Journey' retreats for folk who are exploring fresh and innovative ways of working out their faith.

In our local community, we now have great links, particularly with our immediate neighbours and hope to develop these in the coming year. Our pastoral presence

seems to be valued and we see great potential for missional engagement outside of the established practices of the church, although as an ordained person, Paul makes the link whenever he can.

As previously indicated, during 2023-24 Chapel House Ministries has now become separated from the Christian Coach and Mentor Network. CCMN have expressed their great appreciation to CHM for having provided a 'home' for the last couple of years but recognise that it is now more appropriate for them to be independent.

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 on 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.

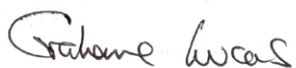
9. The Annual Statement of Accounts 2023

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 2022 to 31 March 2023
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 2021-22 for comparison with 2022-23 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
21st December 2023



Paul Wilcox
Chairman
21st December 2023

Chapel House Ministries
Statement of Financial Activities
For the period from 01 April 2022 to 31 March 2023

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £	Further details
Incoming resources						
Incoming resources from generated funds			4,073	4,073	3,854	A
Voluntary income	5,914	7,113	0	13,027	17,925	A
Investment income	8	1,342	0	1,350	2,188	
Other incoming resources	1150	0	-1150	0	0	
Total income	7,072	8,455	2,923	18,449	23,967	
Resources used						
Cost of generating voluntary income	791	0	0	791	1,079	B2
Charitable activities	7,004	9,314	5,642	21,960	21,194	B1
Prior year adjustments	0	0	0	0	-	
Total expenditure	7,795	9,314	5,642	22,751	22,273	
Net income (expenditure) resources before transfers	-723	-859	-2,720	-4,301	1,695	
Transfers between funds:						
Gross transfers between funds - in	1,342	0	0	1,342	2,183	D
Gross transfers between funds - out	0	-1,342	0	-1,342	-2,183	D
Investment and Assets valuations:						
Gains/losses on investment assets	0	0	0	0	-	B3
Gains on revaluation, fixed assets, charity's own use	0	0	0	0	13,000	C
Net movement in funds	619	-2,201	-2,176	-4,301	14,695	
Reconciliation of funds:						
Total funds brought forward	3,648	146,169	4,476	154,293	139,599	
Total funds carried forward	4,267	143,969	1,756	149,992	154,293	
Represented by:						
Unrestricted						
General fund	4,267	0	0	4,267	3,648	
Designated						
Chapel House Revaluation Reserve	0	32,920	0	32,920	32,920	
Funds used for purchase of Chapel House	0	32,667	0	32,667	32,667	
Funds used for the improvement of Chapel House	0	77,412	0	77,412	77,412	
George	0	969	0	969	3,169	
Restricted						
The Christian Coach And Mentor Network	0	0	1,756	1,756	4,476	
Total funds	4,267	143,969	1,756	149,992	154,293	

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 2021-22 for comparison with 2022-23.

Chapel House Ministries Balance Sheet

	As at 31/03/2023	As at 31/03/2022
Fixed assets		
Chapel House	300,000	300,000
	300,000	300,000
Current assets		
Debtors	268	201
Cash At Bank And In Hand	5,287	9,655
	5,555	9,856
Liabilities		
Current Liabilities	-	-
Net current assets less current liabilities	5,555	9,856
Total assets less current liabilities	305,555	309,856
Less Liabilities:		
Provision For Liabilities After One Year	155,563	155,563
Total net assets less liabilities	149,992	154,293
Represented by:		
Unrestricted		
Unrestricted - General Funds	4,267	3,648
Designated		
Chapel House Revaluation Reserve	32,920	32,920
Funds used for purchase of Chapel House	32,667	32,667
Funds used for the improvement of Chapel House	77,412	77,412
George	969	3,169
Restricted		
The Christian Coach And Mentor Network	1,756	4,476
Fund Totals	149,992	154,293

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 2022 to 31 March 2023

Fund	Fund balances brought forward £	Incoming Resources £	Outgoing Resources £	Transfers £	Gains and Losses £	Fund balances carried forward £
Unrestricted funds:						
General fund	3,648	7,072	7,795	1,342	-	4,267
Designated funds:						
Air - Airbnb	-	1,342	-	-1,342	-	-
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	32,920	-	-	-	0	32,920
George	3,169	7,113	9,314	-	-	969
Restricted funds:						
The Christian Coach And Mentor Network	4,476	2,923	5,642	-	-	1,756
Total charity funds	154,293	23,967	22,273	-	13,000	149,992

Chapel House Ministries
Statement of Assets and Liabilities (by code)
As at: 31 March 2023

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	32,920
Total	-	300,000	-	300,000	300,000
Current Asset - Cash At Bank And In Hand					
6501: Bank current account	4,236	-705	1,756	5,287	9,655
Total	4,236	-705	1,756	5,287	9,655
Current Asset - Debtors					
Z05: Accounts Receivable	31	236	-	268	201
Total	31	236	-	268	201
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	4,267	143,969	1,756	149,992	154,293
Represented by					
Unrestricted funds:					
General	4,267	-	-	4,267	3,648
Designated funds:					
Funds used for purchase of Chapel House	-	32,667	-	32,667	32,667
George	-	969	-	969	3,169
Funds used for improvement of Chapel House	-	77,412	-	77,412	77,412
Chapel House revaluation reserve	-	32,920	-	32,920	32,920
Restricted funds:					
Christian Coach and Mentor Network	-	-	1,756	1,756	4,476
Total funds of the charity	4,267	143,969	1,756	149,992	154,293

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Chapel House Ministries Analysis of income and expenditure Period: 01 April 2022 to 31 March 2023

	General £	Designated £	Restricted £	Total this year £	Total last year £
NOTE A					
Incoming resources					
Incoming resources from generated funds					
0101 - Gift Aid - Bank	360	2,190	-	2,550	2,880
0201 - Other planned giving	120	3,125	-	3,245	3,234
0501 - One-off Gift Aid gifts	0	0	-	4,602	4,602
0550 - Donations appeals etc	3,865	1250	0	5,115	5,606
0601 - Tax recoverable on Gift Aid	75	548	-	623	1,548
0901 - Other funds generated	1494	-	-	1494	56
1020 - Bank and building society interest	8	0	-	8	5
1030 - Rent from lands or buildings	-	1,342	-	1,342	2,183
0401 - Annual Subscriptions	-	-	2,710	2,710	2,630
0402 - Training Delivery	-	-	0	0	461
0403 - Gifts Received	-	-	1363	1363	763
Incoming resources from generated funds Totals	5,922	8,455	4,073	18,449	23,967
1500 - Prior Year Adjustment	1150	-	-1150	0	-
Incoming resources Grand totals	7,072	8,455	2,923	18,449	23,967
Resources used					
NOTE B2					
Cost of generating funds					
1730 - Costs of retreats & events	791	-	0	791	1,079
Cost of generating funds Totals	791	-	0	791	1,079
NOTE B1					
Charitable activities					
1601 - Administration CCMN	-	-	1,287	1,287	2,809
1602 - Website and Email CCMN	-	-	2590	2590	-
1603 - Social Media and Marketing CCMN	-	-	1680	1680	225
1604 - IT Support CCMN	-	-	0	0	192
1801 - Giving to mission partners	0	9,314	0	9,314	8,293
1850 - Home mission	0	-	-	0	250
1870 - Secular charities	-	-	-	-	-
2050 - Caretaking	2,400	-	-	2,400	2,400
2331 - Cleaning	106	-	-	106	29
2343 - Furniture and Equipment	311	-	-	311	852
2350 - Upkeep of garden	164	-	-	164	1,345
2360 - Administration	1374	-	86	1460	593
2401 - Chapel House - insurance	1048	-	-	1048	989
2402 - Chapel House maintenance	642	-	-	642	2,257
2414 - Chapel House heating and lighting	960	-	-	960	960
Charitable activities Totals	7,001	9,314	5,642	21,960	21,194
2900 - Prior Year Adjustment	-	-	-	-	-
Resources used Grand totals	7,795	9,314	5,642	22,751	22,273
<i>Net change in resources (-ve = reduction)</i>	<i>-723</i>	<i>-859</i>	<i>-2,719</i>	<i>-4,302</i>	<i>1,694</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 31-3-23	Freehold Land and Buildings as at 31-3-22
	£	£
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	13,000
Net book value at the end of year	300,000	300,000
N.b. there were no impairments and no depreciation applied		

Note D Transfers between funds: the funds generated by the Airbnb project of £1,342 in 2022/23 (£2,183 in 2021/22) 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 31-03-2023 in respect of Gift Aided income prior to 01-04-2023. The claim totalled £268 (£201 (2021/22) and has been treated as an accrual of income in the 2022/23 accounts. The claim was received in September 2023.

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: Our annual independent examination was carried out by Tim Marlow free of charge. Volunteers provide their services to administer the charity and manage events.

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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.

This statement for the previous year is provided as a comparator with the latest Statement of Financial Activities as set out on page 6.

**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 2023.

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 (Retired)

11 Ingram Avenue, Worcester.

05 January 2024