

Charity Registration No. 1167088 (England and Wales)

BROOK STREET UNITARIAN CHAPEL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

BROOK STREET UNITARIAN CHAPEL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr G Birks (Chairman) Mr A Eastwood (Treasurer) Mrs D Birks (Minutes Secretary) Mrs A Clayton Mrs B Cornes Mr S Crowther Mrs J Lowe Mrs H Smithson Mr M Pitcher (Resigned 23 rd April 2023) Mr A Rees (Appointed 16 th October 2023) Mr T Regan (Appointed 18 th September 2023)
Charity number	1167088
Principal address	The Chapel Hall Adams Hill Knutsford Cheshire WA16 8DY
Independent examiner	Mr Len Elias 19 Lancaster Close Hazel Grove Stockport SK7 5LJ
Bankers	NatWest The Bull Ring Northwich Cheshire CW9 5BN
Solicitors	R Ramage Copehale Coppenhall Stafford ST18 9BW
Investment advisors	W H Ireland One New Bailey 4 Stanley Street Salford M3 5JL

BROOK STREET UNITARIAN CHAPEL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees present their report and financial statements for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the chapel's constitution dated 13 May 2016, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The objectives of Brook Street Chapel are to promote religion in accordance with the principles of the General Assembly of Unitarian and Free Christian Churches.

In doing this, the aim is to encourage the development of spiritual, ethical and religious values and the furtherance of a Christian way of life and service to others.

Brook Street Chapel furthers its charitable purposes for the public benefit by offering worship on a regular basis, together with various activities from time to time of a social or educational character. Pastoral support is given both to members and to individuals in the wider community.

The trustees have referred to the Charity Commission's guidance on public benefit when reviewing Brook Street Chapel's objectives and activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the chapel should undertake.

Achievements and performance

Brook Street Chapel continues to be developed for its historic purpose of providing both spiritual and general guidance and help within the community.

During the year ended 31 December 2023 the Chapel continued to be self-financing and to maintain the Grade I listed building built in around 1689 and the school rooms (the Hall) built in 1885.

Financial review

It is the policy of the chapel that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three- and six-month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the chapel's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the period.

The trustees have assessed the major risks to which the chapel is exposed and are satisfied that systems are in place to mitigate exposure to these risks.

Investment Funds

The chapel holds three funds as financial investments. One of these is a restricted fund and the other two are unrestricted funds. The restricted fund is the Minister's Support Fund, established from the amalgamation, in 2021, of the Dickinson and Woodcock Benefaction Funds established, respectively, in 1988 and 1989 for the purpose of generating income to support the stipend of the appointed ministers.

The unrestricted funds are the Chapel Fund and the Mary Glass Fund

BROOK STREET UNITARIAN CHAPEL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Financial Summary

The gross income (total receipts) from the activity of the Brook Street Unitarian Chapel was £56,718 and total payments were £54,647 leading to a net surplus of £2,071 in cash funds. During the year, the value of the chapel's investments increased by £48,133. Overall, the total asset value of the charity increased by £48,213 to £1,846,936, after writing off the remaining £1,991 in undepreciated assets from the previous set of accounts (see below).

General Comments

The adjacent cottage, owned by the Chapel, continues to be rented out and this monthly rental income goes into the general funds of the Chapel.

The assets of the Brook Street Unitarian Chapel are held by trustees for the benefit of the Chapel.

The treasurer, assisted by the Chapel's investment advisors and trustees, maintained a watching brief over the investments and authorised alterations to capitalise on the developing situation in terms of both capital and income/normal expenditure.

Statement of Ethical Investment Policy

The investment advisers have been instructed by the trustees to keep a watching brief to ensure no blatantly unethical investments are brought into the Chapel's investment portfolio.

Structure, Governance and Management

Brook Street Unitarian Chapel is a charitable incorporated organisation registered on 13th May 2016. The original Brook Street Chapel charity, which was an excepted charity, transferred all of its assets and liabilities to the new charity named above as at 13th September 2016. The original charity did not operate after 13th September 2016. The Chapel is a member of the General Assembly of Unitarian and Free Christian Churches and as such worships for the purposes of maintaining a congregation of dissenters free from the doctrine and teachings of the Church of England as set out in the original Trust Deed of 1694.

Accounting Policy

For the 2023 accounts, the Chapel has used Receipts and Payments accounting and not Accrual accounting that had been used in previous years. For comparative purposes, the 2022 accounts shown here have been re-worked on the same Receipts and Payments format. Page 7 of this report provides a summary of the 2023 accounts, together with a statement of the value of investments and other assets at the year-end.

Pages 8 and 9 show the more detailed accounts in the format suggested by the Charity Commission for Receipts and Payments accounts. Explanatory notes, where helpful, follow at the end of this report.

The dividends and interest from the Mary Glass investment fund are not taken as income but re-invested in the fund. This figure is not required in this format of accounts (it is included in the overall growth in investments) but, for information purposes, it amounted to over £16,000 in 2023. The income from the other investment funds is taken by the chapel each month and appears as receipts.

Fixtures and fittings had previously been depreciated each year, latterly at the rate of £506 per annum, and the undepreciated figure stood at £1,991. In order for the 2023 receipts and payments accounts, which do not allow for depreciation, to be consistent with previous years, £1,991 has been written off during 2023 as described at the top of this page.

BROOK STREET UNITARIAN CHAPEL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees who served during the year were:

Mr G Birks

Mr A Eastwood

Mrs D Birks

Mrs A Clayton

Mrs B Cornes

Mr S Crowther

Mrs J Lowe

Mrs H Smithson

Mr M Pitcher (Resigned 23rd April 2023)

Mr A Rees (Appointed 16th October 2023)

Mr T Regan (Appointed 18th September 2023)

Membership of the CIO is open to anyone who is interested in furthering its purpose and who, by applying for membership, has indicated their agreement to become a member. The charity trustees may require applications for membership to be made in any reasonable way that they decide and if they approve an application, they must notify the applicant of their decision within 21 days.

The trustees may refuse an application for membership if they believe it is in the best interests of the CIO to do so and they must give the applicant their reasons for doing so within 21 days of the decision being taken giving the applicant the opportunity to appeal. The members should give fair consideration to any appeal but any decision to confirm refusal of the membership shall be final.

The trustees' report was approved by the Board of Trustees.



Mr A Eastwood

Trustee

Dated: 13th May 2024

BROOK STREET UNITARIAN CHAPEL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BROOK STREET UNITARIAN CHAPEL

I report on the financial statements of the chapel for the year ended 31 December 2023, which are set out in this report.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Leonard Elias

Mr Len Elias
19 Lancaster Close
Hazel Grove
Stockport
SK7 5LJ

Dated: 26/05/24

BROOK STREET UNITARIAN CHAPEL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

This is an overall summary of the accounts including gains/losses in investments. More detail is shown on the Charity Commission's templates on the next two pages. The upper part of this page is a summary of the receipts and payments while the Chapel's year-end assets are shown at the bottom of the page.

Receipts and Payments	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Receipts				
Donations, legacies and grants	17,633	-	17,633	84,875
Charitable activities	20,891	-	20,891	19,621
Tax recovered	4,160	-	4,160	5,877
Investment income	<u>11,365</u>	<u>2,669</u>	<u>14,034</u>	<u>10,107</u>
Gross income	54,049	2,669	56,718	120,480
Asset and Investment Sales				
Drawdown from investments	<u>-</u>	<u>-</u>	<u>-</u>	<u>40,000</u>
Total Receipts	54,049	2,669	56,718	160,480
Payments				
Charitable activities	50,634	-	50,634	70,824
Raising funds	1,909	-	1,909	1,654
Other	<u>2,104</u>	<u>-</u>	<u>2,104</u>	<u>3,873</u>
Sub-total of Payments	54,647	-	54,647	76,351
Asset and Investment Purchases				
Purchased from Barbara Austin bequest	<u>-</u>	<u>-</u>	<u>-</u>	<u>69,372</u>
Total Payments	54,647	-	54,647	145,732
Net of Receipts/Payments	(598)	2,669	2,071	14,757
Net Gains/Losses on Investments	44,058	4,075	48,133	(83,723)
Assets				
Cash at year-end	70,329	4,712	75,041	72,970
Investment funds	1,025,333	94,783	1,120,116	1,071,983
Property, plant and equipment	<u>651,779</u>	<u>-</u>	<u>651,779</u>	<u>653,770</u>
Total Assets	1,747,441	99,495	1,846,936	1,798,723


In the 2022 accounts published last year, the cash-in-hand figure included the cash element of the funds administered by W H Ireland and the figure for investment funds was reduced accordingly. Since this cash element is not immediately available to the chapel and is retained by W H Ireland to optimise their investment programme, it is more realistic to include it within the figure for investment funds. The figure for cash at year-end shown above for 2022 and 2023 is now only the cash-in-hand at the NatWest Bank in the chapel's current and savings accounts.

It is the chapel's intention to use this revised basis for "cash" in future accounts, together with the adoption of the Receipts and Payments format which is also new this year.

BROOK STREET UNITARIAN CHAPEL

TRUSTEES' REPORT (CONTINUED)



FOR THE YEAR ENDED 31 DECEMBER 2023

	CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name Brook Street Unitarian Chapel		No (if any) 1167088		CC16a
		Receipts and payments accounts				
		For the period from	Period start date 01/01/2023	To	Period end date 31/12/2023	
Section A Receipts and payments						
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest£	
A1 Receipts						
Donations and legacies	11,633	-	-	11,633	81,375	
Grants received	6,000	-	-	6,000	3,500	
Income tax recovered	3,066	-	-	3,066	3,027	
VAT recovered	1,094	-	-	1,094	2,850	
Charitable rental income	13,860	-	-	13,860	13,800	
Events and refreshment takings	7,031	-	-	7,031	5,821	
Dividends and interest receivable	11,365	2,669	-	14,034	10,107	
Sub total (Gross income for AR)	54,049	2,669	-	56,718	120,480	
A2 Asset and investment sales, (see table).						
Drawdown from investments		-	-	-	40,000	
for building projects	-	-	-	-	-	
Sub total	-	-	-	-	40,000	
Total receipts	54,049	2,669	-	56,718	160,480	
A3 Payments						
Ministerial costs	15,297	-	-	15,297	17,746	
Organists	4,937	-	-	4,937	2,470	
Lighting and heating	5,633	-	-	5,633	3,202	
Water/wastewater charges	226	-	-	226	259	
Telephone/broadband	373	-	-	373	366	
Insurance	3,290	-	-	3,290	2,943	
Cleaning costs and caretaker	4,595	-	-	4,595	3,716	
Repairs and maintenance	15,796	-	-	15,796	39,927	
Cost of events	1,056	-	-	1,056	993	
Advertising, printing	853	-	-	853	661	
Appeals and donations	487	-	-	487	195	
General Assembly quota payment	1,610	-	-	1,610	1,645	
Conferences and courses	-	-	-	-	140	
Subscriptions	422	-	-	422	370	
Payroll costs	-	-	-	-	714	
Accountancy costs	72	-	-	72	164	
Legal fees	-	-	-	-	840	
Sub total	54,647	-	-	54,647	76,351	
A4 Asset and investment purchases, (see table)						
From Barbara Austin bequest	-	-	-	-	69,372	
	-	-	-	-	-	
Sub total	-	-	-	-	69,372	
Total payments	54,647	-	-	54,647	145,723	
Net of receipts/(payments)	- 598	2,669	-	2,071	14,757	
A5 Transfers between funds	-	-	-	-	-	
A6 Cash funds last year end	70,927	2,043	-	72,970	-	
Cash funds this year end	70,329	4,712	-	75,041	14,757	

BROOK STREET UNITARIAN CHAPEL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NatWest current account	6,993	-	-
	NatWest savings account	63,336	-	-
	NatWest Minister's Fund	-	4,712	-
	Total cash funds	70,329	4,712	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Chapel Fund	Unrestricted	-	396,779
	Minister's Support Fund	Restricted	-	94,783
	Mary Glass Fund	Unrestricted	-	628,554
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Property, plant and equipment		-	651,779
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Alan Eastwood	18/5/24
			G.S. BIRKS	18/5/24

BROOK STREET UNITARIAN CHAPEL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Notes

1 Accounting policies

Charity information

Brook Street Unitarian Chapel is a Charitable Incorporated Organisation registered with the Charities Commission on 13 May 2016.

1.1 Accounting convention

The accounts have been prepared in accordance with the chapel's constitution dated 13 May 2016, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The chapel is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the chapel. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investments and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the chapel has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

It is the policy of the trustees to transfer the value of fixed assets from restricted to unrestricted funds when the asset has been purchased from restricted fund donations and then becomes available for the general use of the chapel.

1.4 Incoming resources

Donations are recognised on receipt. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of receipt.

Legacies are recognised on receipt.

BROOK STREET UNITARIAN CHAPEL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies (Continued)

1.5 Resources expended

Expenditure includes any VAT and is reported as part of the expenditure to which it relates:

Expenditure on raising funds includes all expenditure incurred to raise funds for charitable purposes.

Expenditure on charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Other costs include all expenditure which is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource.

1.6 Property, plant and equipment

Property, plant and equipment are initially measured at cost and subsequently measured at cost or valuation.

The gain or loss arising from the disposal of an asset is recognised in net income/(expenditure) for the year.

The Brook Street Chapel was conveyed to the previous excepted charity on 23 November 1846 at no cost and subject to a specific term that the trustees should stand possessed of the property thereafter. These assets were revalued in 1999 at £651,779 and this valuation has not been updated. Since the charity is responsible for keeping the original land and buildings in fit and useful condition the costs of doing so are written off as and when incurred.

1.7 Non-current investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held in current and savings accounts at the NatWest bank.

2. Receipts

Receipts were all quite normal but, under the Receipts and Payments system, re-invested income is not shown as income but appears as part of the increase in value of investments. Therefore, the dividends received are those from the Chapel Fund and the Minister's Support Fund only, which are received on a monthly basis, as earned. The VAT recovery is returned by the government for work directly associated with a listed building.

3. Payments

Ministerial costs are lower than in recent years as the chapel has not employed a full-time minister throughout the year. The cost of organists has been increased by £2,417 by the purchase of a hymnal to be used in the absence of an organist. Lighting and heating costs have almost doubled due to the huge increases in utility costs in 2023. Maintenance costs include £6,429 for a new boiler in the chapel. There were no payroll or legal costs in 2023. There is no cost shown for investment management fees as these are not paid from cash but taken out of the funds themselves. The gain on investments is consequently reduced by the amount taken out in fees.