

Parkview Chapel,
Botesdale

Receipts & Payments Account

&

Statement of Assets & Liabilities

For the period to 31st December 2022

Parkview Chapel, Botesdale

Governing document: Constitution dated 23rd December 2016

Charity Registration Number: 1170915

Trustees and Members

Mark Wallace (Chairman)
Hendrik du Toit (appointed 19th May 2022)
Matt Levett
David Miles
Ella Miles
Philip Miles
Matt Warnock

Congregational leadership team

Kevin Gladwell
Amanda Kirk
Andrew Kirk
Philip Miles
Sarah Partridge

Address: The Street, Botesdale, Diss, Norfolk. IP22 1BX

Bankers: Cooperative Bank

Independent Examiner:

Sarah Place Accountants Ltd, Unit 4B, Boldero Road, Bury St Edmunds, IP32 7BS

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PARKVIEW CHAPEL, BOTESDALE

Trustees Report for the year ended 31 December 2022

The trustees submit their annual report and financial statements for the year ended 31st December 2022.

Objects:

The objects of the charity for the public benefit, as per the constitution, are to advance the Christian faith in Botesdale, nearby villages and in such other parts of the United Kingdom or the world as the charity trustees may from time to time think fit.

This can be summarised as:-

- providing a safe space for people to explore Bible's message of God's salvation through Jesus Christ
- encouraging those who respond to this message to grow as disciples
- providing support for those locally who are facing particular challenges in their lives.
- encouraging each other to pray and worship both individually and together.

Structure, Governance and Management

The charity is ultimately run by the Trustees. The Trustees have the authority to exercise their powers to further the objects of the charity. The Trustees meet at least once a year but delegate the day to day decision making on the running of the Church to the Congregational Leadership Team, one of whom is also a Trustee. The Leadership Team meets monthly to consider the management and pastoral needs of the fellowship.

The charity is established in the name of 'Parkview Chapel, Botesdale (Reg.Charity No. 1170915) as a 'Charitable Incorporated Organisation'.

The church: its aims and objectives:

Whilst Parkview Chapel describes a building, the essence of our church life is about ordinary people whose lives have been changed by Jesus Christ, the Son of God and who seek to live according to our understanding of the principles laid down in the New Testament for Christian living. We welcome opportunities to join with other Christians who share this same vision.

Parkview Chapel is a member of the 'Evangelical Alliance', 'Rural Ministries' and 'Partnership'; organisations that links together a number of churches that are similar in nature to ourselves.

The year: its objectives and achievements:

During the year ended 31st December 2022 the church sought to fulfil its objectives in the following ways, having had regard to the guidance given by the Commission on public benefit, and in particular, the specific guidance on charities for the advancement of religion. During the past year we achieved this by:-

Regular programme

As reported in previous years' trustees' report, we have a regular programme of services and other events, with some occurring weekly, some monthly and some annually. The aim of our services and worship is to help those attending put faith into practise through prayer, scripture, music and communion.

PARKVIEW CHAPEL, BOTESDALE

Trustees Report for the year ended 31 December 2022 (continued)

Regular programme (continued)

- During our Sunday morning services during January we looked at some of 'The songs we sing'; in February and into March we worked through material under the title of '*The Gospel – What is it?*' based on a study guide by Alistair Hornal. After Easter, the book of Ruth, then onto '*Living Christianity*'. In the Autumn we worked through studies in the books of 1 & 2 Thessalonians before looking at '*A different Christmas*'. Each week the message delivered on Sunday was linked to the material that we used in our mid week LIFE groups'
- As the year progressed we were pleased to move back to operating in the way that was possible pre COVID; LIFE groups began to meet in homes rather than in the more spacious chapel from September; also in September monthly Sunday lunches resumed in Farnish House after a break of 2 ½ years.
- The numbers of children and young people attending clubs on Friday evening increased as the year went on. A number of new games were sourced to provide a greater variety of activities, some at a cost, others generously donated.

Building Relationships

- Since we believe that at the core of our faith is relationship, both heavenward to our heavenly Father and then with those around and both through our regular events and special occasions, we work to bring that about, notably through:
 - 'Coffee on a Sunday', 'Coffee on the Corner', as in previous years,
 - Quiz nights – In April and December teams gathered for quiz nights which were well attended.

Serving our community

- An increasing number of groups hire areas of the building to run their events and we are pleased to make it available to them in exchange for an appropriate donation..
- A book/jigsaw exchange scheme continues outside the front doors and was used by many in the local community.
- During advent, the front window of Parkview Chapel was artistically decorated and lit up after dark each evening in the run up to Christmas.
- The staff at the local health centre used the car park on days when COVID vaccinations were taking place at the health centre.
- The Mobile Post Office van has continued to use the chapel car park for what became a weekly visit

Trustees

- The trustees met twice during the year, May and November, and were kept informed by circulation of the minutes of the monthly leadership team meetings in the intervening months. Their continuing support and guidance is greatly valued by the congregational leadership team.
- During the year a new trustee was appointed and on appointment was issued with a copy of the charity's constitution, the Charity Commission guidance – '*The essential trustee*' and the Trustees' Report and Accounts for 2021

PARKVIEW CHAPEL, BOTESDALE

Trustees Report for the year ended 31 December 2022 (continued)

Trustees (continued)

- The trustees regularly discuss the recruitment of further new trustees and in so doing seek to maintain a balance between those for whom Parkview Chapel is their home church and those from further afield who, because of their experience/qualifications can compliment the skills of the existing trustees and in particular support the objects of the charity. It is anticipated that new trustees will be appointed during 2023.

Leadership

- The congregational leadership team meets monthly to consider matters relating to the life of the church. Each month financial updates are circulated so that finances can be monitored.
- During the year 2 sub-groups of the team met, one to consider finance matters and the other safeguarding.

Beyond our villages

- Contributions continue to be collected for the Waveney Foodbank and delivered to their premises.
- Gifts were passed to a number of bodies whose work has similar aims to Parkview Chapel, and details of these gifts can be found in Note 3 to the accounts on page 11

Premises

- Nine replacement LED lights were installed to replace the previous fluorescent lights. These will be more energy efficient and thereby reduce electricity consumption.
- Four UPVC replacement windows have been sourced ready for installation during 2023.
- A Sustainability Consultant visited the premises to conduct an energy audit and the ensuing report affirmed the steps being taken to improve the energy efficiency of the building.

Volunteers

Although we have two paid employees, one full time and one part time, much of the work of the charity is undergirded by generous giving of their time by many volunteers.

Health and Safety

- Our safeguarding lead and her deputy have worked this year to continue to update DBS checks on trustees and volunteers as necessary and are looking to further review the safeguarding policy in the light of recent guidance.
- Training on the use of fire extinguishers was delivered in August.
- A fire evacuation exercise was undertaken during a service in July

PARKVIEW CHAPEL, BOTESDALE

Trustees Report for the year ended 31 December 2022 (continued)

Public Benefit

The Trustees have taken account of the Charity Commission's guidance on Public Benefit where appropriate when exercising their powers and duties, planning and reviewing the aims, objectives and activities of Parkview Chapel. Throughout this report, Parkview Chapel has sought to demonstrate the ways that it delivers benefit to the public —whether they are members of our congregation, another church or have no church /religious affiliation.

Statement of Trustees Responsibilities

Charity law requires us as trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Serious Incidents

We are thankful to report that there were no serious incidents to be reported during 2022.

Financial Review

Church receipts into the Unrestricted Fund for the period came to £50,087. Much of this is given in a way that makes use of the government Gift Aid scheme to reclaim tax on the gifts as well as the Gift Aid on Small Donations Scheme.

Expenses from the Unrestricted Fund for the period came to £46,014. Overall there was a surplus for the period of £3,473 on the Unrestricted fund.

Regular financial updates are produced for leadership group meetings.

Reserves Policy

It is our aim to maintain free reserves that equate between three and six months of normal expenditure, (£11,000 to £22,000) though there may be rare conditions under which we find that it will be necessary to go below this level. As of 31st December 2022 the level of unrestricted reserves were £26,274.

A P Miles

Date: 17.04.23

Signed for and on behalf of the Trustees of Parkview Chapel

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
PARKVIEW CHAPEL, BOTESDALE**

I report to the trustees on my examination of the accounts of Parkview Chapel ('the charity') for the year ended 31 December 2022 on pages 7 to 11 following.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 2011 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 accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sarah Place Accountants Ltd
Unit 4B, Boldero Road
Bury St Edmunds, IP32 7BS

PARKVIEW CHAPEL, BOTESDALE

RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31st December 2022

	Notes	Restricted Funds	Unrestricted Funds	Total 2022	Total 2021
RECEIPTS		£	£	£	£
Donations and grants		5,624	45,199	50,823	42,155
Bank interest		62	214	276	11
Dividends on investments		-	1,148	1,148	1,124
Rent for use of chapel		-	2,062	2,062	960
Friday Club Tuck Shop		-	1,169	1,169	284
Other income		-	295	295	88
		5,686	50,087	55,773	44,622
PAYMENTS					
Grants and donations	3	94	4,703	4,797	3,108
Wages/salaries	4	3,799	22,622	26,421	25,493
Pension contributions		-	2,052	2,052	1,643
Repairs and maintenance		-	886	886	1,407
Lighting and heating		-	3,233	3,233	553
Insurance		-	1,424	1,424	1,312
Telephone and broadband		-	794	794	759
Water and sewerage		-	322	322	117
Printing & stationery		-	197	197	162
Professional fees		-	720	720	600
Employee expenses		-	1,482	1,482	1,069
Cost of services		-	2,136	2,136	1,767
Youth work		-	1,356	1,356	885
Miscellaneous	6	-	1,229	1,229	1,131
Friday Club Tuck Shop		-	1,044	1,044	272
		3,893	44,200	48,093	40,278
Surplus/ (Deficit) for the year		1,793	5,887	7,680	4,344
Transfers		-	-	-	-
Purchase of equipment	5	(1,386)	(1,814)	(3,200)	(747)
Cash balance brought forward		6,406	22,201	28,607	25,010
Cash balance carried forward		6,813	26,274	33,087	28,607

PARKVIEW CHAPEL, BOTESDALE

STATEMENT OF ASSETS & LIABILITIES

For the period ended 31st December 2022

Cash funds

	2022	2021
	£	£
Current accounts	3,608	5,750
Deposit accounts	29,018	22,596
Friday club tuck shop	381	261
Cash unbanked at year end	80	-
	<u>33,087</u>	<u>28,607</u>

Other Monetary Assets

	2022	2021
	£	£
	Restricted	Unrestricted
Gift Aid due	524	5,237
	<u>524</u>	<u>5,237</u>
		<u>4,263</u>

Investment Assets

		2022	2021
		£	£
	Fund	Cost	Value
COIF Ethical Investment fund	Legacy	12,000	14,886
COIF Investment fund	Designated	21,273	22,922
		<u>33,273</u>	<u>37,808</u>
			<u>42,936</u>

Non-monetary Assets

- Property known as Parkview Chapel, its property was built in 1988 at a cost of £130,000 (approx.), and currently insured for £848,744.
- Furniture, equipment, piano, organ, books, etc. are additional items with detailed costs unknown, and combined are currently insured for £38,397.

Monetary Liabilities

- Pension contributions under auto enrolment of £161.66 were due at 31st December 2022.
- PAYE/Ni contributions of £998.93 were due to HMRC in respect of the quarter to 31st December 2022
- Expenses of £342.91 incurred by Kevin Gladwell during December 2022 were unpaid at 31st December 2022
- The fee for Independent Examination of these accounts is expected to be around £320

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2022

1. Basis of accounts

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

2. Funds

Restricted Funds

Mission - this is a restricted fund and its purpose is to provide support for Christians in full time work either in the UK or abroad as well as distinct mission work within the church. It has been used to ring fence funds raised through specified offerings in previous years, but during this year most gifts have been made from Unrestricted Funds.

Employment Support is a fund to support those who lack confidence to build a sense of self-worth through employment.

Croatia Mission Trip- this is a restricted fund for the purpose of supporting young people to go on a mission trip to Croatia each summer. Any balance is carried forward to future years.

Legacy - This is as a result of a legacy that came to Parkview Chapel in September 2017.

Designated Fund

Building – this was a fund established on transfer of assets to the CIO in 2019 when the decision was taken to apply the capital and income from this fund to support the ongoing need for building maintenance

Unrestricted Fund

This is an unrestricted fund and its purpose is to meet the day to day running costs of the fellowship including local outreach and pastoral care. From time to time the leaders may choose to transfer some of the funds to support one of the other funds as necessary.

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2022

3. Mission Fund

During this year the following gifts have been made to both individuals and organisations with aims that compatible with this charity.

	<u>2022</u>	<u>2021</u>
	£	£
Gifts made to individuals	-	930
Good News for Everyone	-	18
Bible Society	60	177
Bury Christian Youth (BCY)	250	-
Christians Against Poverty (CAP)	250	-
Christian Blind Mission	150	-
Counties	-	200
Echoes International	250	-
Fishermens' Mission	75	325
London Institute for Contemporary Christianity (LICC)	250	-
Medical Missionary News (MMN)	250	-
Premier Praise	250	-
Rural Ministries	200	200
Sizewell Hall	250	300
Sporting '87	200	-
Street Kids Direct	-	200
Suffolk Christian Camps	-	300
Tools with a Mission	-	250
United Christian Broadcasters (UCB)	250	-
Waveney Foodbank	250	200
	<u>2,935</u>	<u>3,100</u>

- Included in the total of £4,797 of 'Grants and Donations' listed in the 'Receipts and Payments Account' are £1,862 of donations passed from funds raised at the monthly 'Coffee on the Corner'.
- £1,170 was paid to visiting speakers and is included under 'Costs of Services' in 'Receipts and Payments Account'.

4. Employees

The charity had two employees to whom the above employment costs refer. Payments were made to one of the trustees following their preaching at our services on a number of occasions. Apart from this no other trustee received any payment.

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2022

5. New equipment

	2022	2021
	£	£
HP 15.6" laptop		599
External DVD drive		15
Vacuum cleaner		55
Individual communion cups		39
External mirror		28
Wii controller		11
9 LED ceiling lights	850	-
4 UPVD replacement windows	1,000	-
Sony ZV-1 Vlogging camera	699	-
2 x 6 lt water extinguishers	144	-
Table tennis table; indoor football goals	435	-
Fire Safety signs	72	-
	3,200	747

6. Miscellaneous

	2022	2021
	£	£
TV licence	159	159
Evangelical Alliance subscription	90	90
Partnership subscription	60	50
CCPAS payment	141	129
Christian Copyright Ltd subscription	273	258
Liberty Accounts	187	186
Church logo	-	47
Information Commissioners Office	35	35
Bank charges	39	(95)
Website hosting	24	189
Other	221	83
	1,229	1,131

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2022

Movement of Funds

The restricted funds represent amounts received for specific purposes and the movements in the year are as follows:

Restricted funds	Balance at 01.01.22 £	Receipts £	Payments £	Transfers £	Balance at 31.12.22 £
Mission Fund	-	94	94	-	-
Employment Support	4,765	5,576	3,799	-	6,542
Croatia Mission Trip	269	2	-	-	271
Legacy	1,372	14	1,386	-	-
	6,406	5,686	5,279	-	6,813
Unrestricted Funds					
Designated – Building	-	684	1,064	380	-
Unrestricted – General	22,201	49,403	44,950	(380)	26,274
	22,201	50,087	46,014	-	26,274