

**Parkview Chapel,
Botesdale**

Receipts & Payments Account

&

Statement of Assets & Liabilities

For the period to 31 December 2023

Parkview Chapel, Botesdale

Index

Page 1: Legal & Administrative Details

Pages 2 to 5: Trustees Report

Page 6: Independent Examiner's Report

Page 7: Receipts and Payments Account

Page 8: Statement of Assets & Liabilities

Pages 9 to 11: Notes to the Accounts

Parkview Chapel, Botesdale

Legal & Administrative Details

Governing document:

Constitution dated 23 December 2016

Charity Registration Number

1170915

Trustees and Members

Mark Wallace (Chairman)
Hendrik du Toit
Matt Levett
David Miles
Ella Miles
Philip Miles
Matt Warnock
Emma Denton (appointed 18 May 2023)
Sarah Jane Harknett (appointed 18 May 2023)

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

Parkview Chapel, Botesdale

Trustees Report for the year ended 31 December 2023

The Trustees submit their annual report and financial statements for the year ended 31 December 2023.

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 us.

The year: its objectives and achievements:

During the year ended 31 December 2023 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. Below is a summary of how we achieved this in the past year.

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 2023

Regular programme (continued)

- During our Sunday morning services during January we looked at some 'Major lessons from the Minor Prophets'; in February and into March we worked through material under the title of '*The Prayer Course*' based on a book by Pete Grieg. After Easter, the book of *Ezekiel*, then onto '*Your Life is not about you*'. In the Autumn we worked through studies in the books of *Luke* before looking at '*Songs of Christmas*'. Each week the message delivered on Sunday was linked to the material that we used in our mid week LIFE groups'.
- A '*Hope Explored*' course was run over 3 weeks in the spring giving those attending opportunity to consider the claims of the Christian faith.
- A baptism took place in the sea at Sizewell at the end of the church weekend at Sizewell Hall, the person concerned this was an outward demonstration of their Christian faith.
- Each Sunday evening a small group of young people meet for PYP with a varied programme of activities, from reflections on how the message of the Bible impacts lives to a variety of social events.
- 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. Following an application to the local parish councils we received £500 from both Botesdale and Rickinghall from their CIL funds as support for the ongoing work with the local youth.
- Each week, Kevin Gladwell, our Church and Community Pastor, visits the local primary school and takes an assembly

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 night – In April teams gathered for quiz nights which were well attended.
 - 'Comedy and Carols' evening with a Christian comedian, Paul Kerensa. All tickets for this were sold.

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.
- On Fridays during January and February volunteers from the 3 churches that serve these villages ran a Soup Group, a warm space and company during a period of rapidly rising costs for households. This was well received.
- The Mobile Post Office van has continued to use the chapel car park for what became a weekly visit

Parkview Chapel, Botesdale

Trustees Report for the year ended 31 December 2023

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 are greatly valued by the congregational leadership team.

During the year two new trustees were 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 2022

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.

A rotating programme of reviewing key policies on an annual basis was instigated; by the end of the year this had been completed for GDPR and Safeguarding; the review of the Health and Safety policy was close to finalisation.

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

Six 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 installed during the year by skilled volunteers who willingly give of their time and skills to serve our community.

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 updated guidance.

Parkview Chapel, Botesdale

Trustees Report for the year ended 31 December 2023

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 2023.

Financial Review

Church receipts into the Unrestricted Fund for the period came to £48,825. 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 £44,586. Overall, there was a surplus for the period of £4,239 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 31 December 2023, the level of unrestricted reserves was £30,513. This is above the level as per the reserves policy but with a building that is nearly 40 years old a programme of refurbishment is currently underway as described above which will impact expenditure.

A P Miles

Date: 17.04.24

Signed for and on behalf of the Trustees of Parkview Chapel

Parkview Chapel, Botesdale

Receipts and Payments Account for the year ended 31 December 2023

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 31 December 2023

RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31st December 2023

	Notes	Restricted Funds	Unrestricted Funds	Total 2023	Total 2022
Receipts		£	£	£	£
Donations and grants		6,252	39,905	46,157	50,823
Bank interest		247	1,075	1,322	276
Dividends on investments		-	1,154	1,154	1,148
Rent for use of chapel		-	3,685	3,685	2,062
Friday Club Tuck Shop		-	1,411	1,411	1,169
Other income		-	1,595	1,595	295
		6,499	48,825	55,324	55,773
Payments					
Grants and donations	3	-	4,106	4,106	4,797
Wages/salaries	4	5,573	24,116	29,689	26,421
Pension contributions		-	2,020	2,020	2,052
Repairs and maintenance		-	83	83	886
Lighting and heating		-	2,396	2,396	3,233
Insurance		-	1,478	1,478	1,424
Telephone and broadband		-	719	719	794
Water and sewerage		-	291	291	322
Printing & stationery		-	185	185	197
Professional fees		-	337	337	720
Employee expenses		-	1,610	1,610	1,482
Cost of services		-	2,727	2,727	2,136
Youth work		-	1,298	1,298	1,356
Miscellaneous	5	556	1,287	1,843	1,229
Friday Club Tuck Shop		-	1,375	1,375	1,044
		6,129	44,028	50,157	48,093
Surplus/ (Deficit) for the year		370	4,797	5,167	7,680
Transfers		-	-	-	-
Purchase of equipment	6	-	(558)	(558)	(3,200)
Cash balance brought forward		6,813	26,274	33,087	28,607
Cash balance carried forward		£ 7,183	£ 30,513	£ 37,696	£ 33,087

Parkview Chapel, Botesdale

Statement of Assets & Liabilities As at 31 December 2023

Cash funds

	2023 £	2022 £
Current accounts	5,357	3,608
Deposit accounts	31,470	29,018
Friday club tuck shop	572	381
Cash unbanked at year end	296	80
	<u>£ 37,695</u>	<u>£ 33,087</u>

Other Monetary Assets

	2023		2022
	£	£	£
	Restricted	Unrestricted	Total
Gift Aid due	1,113	2,729	5,761
	<u>£1,113</u>	<u>£2,729</u>	<u>£5,761</u>

Investment Assets

		2023	2022
		£	£
	<u>Fund</u>	<u>Cost</u>	<u>Value</u>
COIF Ethical Investment fund	Legacy	12,000	16,348
COIF Investment fund	Designated	21,273	25,028
		£33,273	£41,376
			£37,808

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 £916,644.
- 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 £171.66 were due at 31 December 2023.
- PAYE/NI contributions of £1,093.42 were due to HMRC in respect of the quarter to 31 December 2023
- Expenses of £257.29 incurred by Kevin Gladwell during December 2023 were unpaid at 31 December 2023
- The fee for Independent Examination of these accounts is expected to be around £340

Parkview Chapel, Botesdale

Notes to the Accounts For the year ended 31 December 2023

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

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. Due to a variety of factors this has not taken place in recent years, but it is anticipated that it could at some future date.

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 31 December 2023

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>2023</u>	<u>2022</u>
	£	£
Gifts made to individuals	50	-
Bible Society	121	60
Bury Christian Youth (BCY)	150	250
Christians Against Poverty (CAP)	-	250
Christian Blind Mission	-	150
Counties	150	-
Echoes International	150	250
Fishermens' Mission	100	75
London Institute for Contemporary Christianity (LICC)	-	250
Medical Missionary News (MMN)	-	250
Premier Praise	-	250
Rural Ministries	150	200
Sizewell Hall	150	250
Sporting '87	-	200
Street Kids Direct	200	-
Suffolk Christian Camps	150	-
Tools with a Mission	100	-
United Christian Broadcasters (UCB)	-	250
Waveney Foodbank	<u>680</u>	<u>250</u>
	<u>2,151</u>	<u>2,935</u>

Included in the total of £4,106 of 'Grants and Donations' listed in the 'Receipts and Payments Account' are £1,955 of donations passed from funds raised at the monthly 'Coffee on the Corner'.

£1,225 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 31 December 2023

5. Miscellaneous

	2023	2022
	£	£
TV licence	159	159
Evangelical Alliance subscription	90	90
Partnership subscription	-	60
Thirtyoneeight payment	208	141
Christian Copyright Ltd subscription	340	273
Liberty Accounts	187	187
Information Commissioners Office	35	35
Bank charges	26	39
Website hosting	175	24
GLO subscription	40	-
Other	27	221
	£1,287	1,229

6 New equipment

	2023	2022
	£	£
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
6 lt water extinguisher	81	-
Fire blanket	30	-
6 LED ceiling lights	447	-
	£558	£3,200

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 01.01.23	Receipts	Payments	Transfers	Balance at 31.12.23
	£	£	£	£	£
Employment Support	6,542	6,489	6,129	-	6,902
Croatia Mission Trip	271	10	-	-	281
Legacy	-	-	-	-	-
	6,813	6,499	6,129	-	7,183

Unrestricted Funds

Designated – Building	-	687	641	77	123
Unrestricted – General	26,274	48,138	43,945	(77)	30,390
	26,274	48,825	44,586	-	30,513