

# Trustees' Annual Report for the Period

1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021

SJC Queen's Square

Charity Number: 1186523

## **Principal Address**

The Parish Office

Church Walk

Crawley

West Sussex

RH10 1HH

## **Charity trustees who manage the charity**

1. Reverend Stephen Burston (Chair)
2. Mr William Moulder
3. Mr Mark Chappell (Treasurer)
4. Mr Liam Clark

## **Principal Bankers**

HSBC UK Bank plc

9 The Boulevard

Crawley

West Sussex

RH10 1UT

## **Structure, governance and management**

The charity is constituted as a Charitable Incorporated Organisation (CIO) under a 'foundation' model constitution and was entered on the Register of Charities on 22<sup>nd</sup> November 2019. New trustees are appointed by the existing trustees having regard to the skills, knowledge and experience needed for the effective administration of the CIO.

## **Objects and activities**

The CIO exists to advance the Christian religion through the holding of religious services, lectures, public celebration of religious festivals, producing and distributing literature on the Christian faith to enlighten others about the Christian religion, providing pastoral care and carrying out missionary and outreach work. It also exists to promote for the public benefit of the inhabitants of Crawley and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

In accordance with our duties, we have considered the guidance provided by the Charity Commission in regard to public benefit. The trustees consistently have regard to this guidance when taking decisions to which it is relevant.

The charity has benefitted from the advice and administrative skills supplied by a number of volunteers during the period. Unfortunately, due to the UK government coronavirus lockdowns and measures in place since March 2020 the charity has been unable to build up the volunteer base that had been anticipated.

### **Achievements and performance**

The UK entered a series of coronavirus lockdowns and measures from March 2020. This has catastrophically affected the planned activities of the charity. The Charity's plans continue to rely on access to a dedicated facility out of which it will service the planned activities. Plans continue for a trading subsidiary which will contribute towards the objects of the charity and provide income. The UK government's anti-coronavirus measures have meant that the development of the facility was still in hiatus during 2021 with restrictions on gathering meaning that many collaborative activities have not been able to take place.

We have, however, continued to steward our resources during 2021, aiming to ensure that we are in the best position that we can be in 2022 when we anticipate being able to move forward with the leasing of a facility which will become home to our activities. We have continued to build strong relationships with stakeholders including our local council, the diocese of Chichester and other local charities. We have also, during this time, continued to refine and develop the charity's operating plans ready for the time when activities can recommence.

### **Charity reserves**

We have stewarded our income during this period of lockdowns and anti-coronavirus measures. We have restricted our fundraising during this year so that our reserves do not excessively exceed our anticipated setup costs once operations are able to restart hopefully in the following year.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

Reverend Stephen Burston  
Chair



Dated: 2<sup>nd</sup> April 2022

SJC Queen's Square		Charity No 1186523	
Accounts for the period			
Period start date	01/01/2021	To	Period end date 31/12/2021


## Section A Statement of financial activities

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Prior year funds £
<b>Incoming resources (Note 3)</b>					
Income and endowments from:					
Donations and legacies	77,075	-	-	77,075	202,780
Charitable activities	-	-	-	-	-
Other trading activities	-	-	-	-	-
Investments	21	-	-	21	4
Separate material item of income	-	-	-	-	-
Governance	-	-	-	-	-
<b>Total</b>	<b>77,096</b>	<b>-</b>	<b>-</b>	<b>77,096</b>	<b>202,784</b>
<b>Resources expended (Notes 4 &amp; 5)</b>					
Expenditure on:					
Raising funds	-	-	-	-	-
Charitable activities	-	-	-	-	-
Separate material item of expense	-	-	-	-	-
Governance	3,263	-	-	3,263	960
<b>Total</b>	<b>3,263</b>	<b>-</b>	<b>-</b>	<b>3,263</b>	<b>960</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>73,833</b>	<b>-</b>	<b>-</b>	<b>73,833</b>	<b>201,824</b>
Net gains/(losses) on investments	-	-	-	-	-
<b>Net income/(expenditure)</b>	<b>73,833</b>	<b>-</b>	<b>-</b>	<b>73,833</b>	<b>201,824</b>
<b>Extraordinary items</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other recognised gains/(losses):</b>					
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-	-
Other gains/(losses)	-	-	-	-	-
<b>Net movement in funds</b>	<b>73,833</b>	<b>-</b>	<b>-</b>	<b>73,833</b>	<b>201,824</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	201,824	-	-	201,824	-
<b>Total funds carried forward</b>	<b>275,657</b>	<b>-</b>	<b>-</b>	<b>275,657</b>	<b>201,824</b>

# Section B

# Balance sheet

## SJC Queen's Square

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
<b>Fixed assets</b>						
Intangible assets		-	-	-	-	-
Tangible assets		-	-	-	-	-
Heritage assets		-	-	-	-	-
Investments		-	-	-	-	-
<b>Total fixed assets</b>		-	-	-	-	-
<b>Current assets</b>						
Stocks		-	-	-	-	-
Debtors		-	-	-	-	-
Investments		-	-	-	-	-
Cash at bank and in hand	9	276,382	-	-	276,382	202,184
<b>Total current assets</b>		276,382	-	-	276,382	202,184
Creditors: amounts falling due within one year	8	725	-	-	725	360
<b>Net current assets/(liabilities)</b>		275,657	-	-	275,657	201,824
<b>Total assets less current liabilities</b>		275,657	-	-	275,657	201,824
Creditors: amounts falling due after one year	8	-	-	-	-	-
Provisions for liabilities		-	-	-	-	-
<b>Total net assets or liabilities</b>		275,657	-	-	275,657	201,824
<b>Funds of the Charity</b>						
Endowment funds	11	-	-	-	-	-
Restricted income funds	11	-	-	-	-	-
Unrestricted funds	11	275,657	-	-	275,657	201,824
Revaluation reserve		-	-	-	-	-
<b>Total funds</b>		275,657	-	-	275,657	201,824
Signature		Print Name		Date of approval dd/mm/yyyy		
		M.B. CHARPELL		02/04/22		

**Note 1 Basis of preparation****1.1 Basis of accounting**

The accounts have been prepared in accordance with the Church Accounting Regulations 2006 and with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

SJC Queen's Square constitutes a public benefit entity as defined by FRS 102.

**1.2 Going concern**

The trustees of SJC Queen's Square, having considered any events or conditions that could cast doubt, are satisfied that the accounts be prepared on a going concern basis.

**1.3 Change of accounting policy**

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2. There have been no changes to accounting policies during this reporting period.

## Note 2 Accounting policies

### 2.1 INCOME

<b>Recognition of income</b>	These are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, and it is more likely than not that the trustees will receive the resources, and the monetary value can be measured with sufficient reliability.
<b>Offsetting</b>	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).  In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).
<b>Legacies</b>	Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.
<b>Government grants</b>	The charity has received no government grants in the reporting period.
<b>Tax reclaims on donations and gifts</b>	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.
<b>Volunteer help</b>	The charity expects to benefit from the dedicated work of a great number of volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of volunteers is not recognised in the accounts but is described in the trustees' annual report.
<b>Income from interest, royalties and dividends</b>	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

### 2.2 EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
<b>Mission Giving with performance conditions</b>	Where a grant or donation has conditions for its payment being a specific level of service or output to be provided, the obligation is only recognised in the SoFA once the recipient of the grant has provided the specified service or output. There were no such grants or donations made during this reporting period.
<b>Mission Giving payable without performance conditions</b>	Where there are no conditions attaching to a grant or donation, a liability for the full funding obligation is recognised once it is probable that the payment will be made and the amount of the grant can be measured reliably.
<b>Redundancy cost</b>	The charity made no redundancy payments during the reporting period.
<b>Deferred income</b>	No material item of deferred income has been included in the accounts.
<b>Creditors</b>	The charity's creditors are measured at settlement amounts less any trade discounts.

**Provisions for liabilities** A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

**Basic financial instruments** The charity accounts for basic financial instruments on initial recognition as per paragraph 11.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

## 2.3 ASSETS

**Tangible fixed assets for use by the charity** These are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost.

Assets are depreciated on a straight line basis over their estimated useful lives. The periods used are:

- Furniture and Fittings	5 years
- Office Equipment	5 years
- IT Equipment	3 years
- PA/AV Equipment & Musical Instruments	3 years

**Investments** The charity holds fixed asset investments only in cash deposit accounts. The value can therefore be reliably measured.

**Debtors** Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.



## Note 3

## Analysis of income

Analysis		Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Prior year funds £
Donations and legacies:	Donations and gifts	600	-	-	600	500
	Gift Aid	-	-	-	-	-
	Legacies	-	-	-	-	-
	General grants	76,475	-	-	76,475	202,280
	<b>Total</b>	<b>77,075</b>	<b>-</b>	<b>-</b>	<b>77,075</b>	<b>202,780</b>
Charitable activities:	Grants: restricted	-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other trading activities:	Other	-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Income from investments:	Interest income	21	-	-	21	4
	<b>Total</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>4</b>
Other:		-	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>		<b>77,096</b>	<b>-</b>	<b>-</b>	<b>77,096</b>	<b>202,784</b>

## Other information:

General grants received comprise:

St John's Church, Crawley

	76,475	-	-	76,475	202,280
<b>Total</b>	<b>76,475</b>	<b>-</b>	<b>-</b>	<b>76,475</b>	<b>202,280</b>



## Section C

## Notes to the accounts

(cont)

## Note 4

## Analysis of expenditure

Analysis	THIS YEAR				LAST YEAR			
	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £
<b>Raising Funds</b>								
Incurred seeking donations	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total expenditure on raising funds</b>	-	-	-	-	-	-	-	-
<b>Expenditure on charitable activities</b>								
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total expenditure on charitable activities</b>	-	-	-	-	-	-	-	-
<b>Governance</b>								
Legal & professional fees	2,400	-	-	2,400	600	-	-	600
Bookkeeping & accountancy fees (Note 5)	360	-	-	360	360	-	-	360
Other	503	-	-	503	-	-	-	-
<b>Total expenditure on other</b>	3,263	-	-	3,263	960	-	-	960
<b>TOTAL EXPENDITURE</b>	3,263	-	-	3,263	960	-	-	960

**Note 5 Details of certain types of expenditure****5.1 Fees for the examination of the accounts**

Details of the amount paid for any statutory external scrutiny of accounts and other services provided by the independent examiner.

Independent examiner's fees

Assurance services other than independent examination

Tax advisory fees

Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner

This year £	Last year £
360	360
-	-
-	-
-	-

**Note 6 Paid employees****6.1 Staff Costs - staff contracted with SJC Queen's Square**

Salaries and wages

Social security costs

Pension costs (defined contribution scheme)

Other employee benefits

**Total contracted staff costs**

This year £	Last year £
-	-
-	-
-	-
-	-
-	-

SJC Queen's Square has no employees receiving employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

No trustee received any remuneration in the year for their services as a trustee.

**6.2 Average head count in the year**

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	-	-
Governance	-	-
Other	-	-
<b>Total</b>	-	-

**Note 7 Debtors and prepayments****7.1 Analysis of debtors**

Trade debtors  
 Gift aid due from HMRC  
 Prepayments and accrued income

**Total**

This year	Last year
£	£
-	-
-	-
-	-
-	-

**Note 8 Creditors and accruals****8.1 Analysis of creditors**

Trade creditors  
 Social security creditor  
 Accruals and deferred income  
 Other creditors

**Total**

Amounts falling due within one year		Amounts falling due after more than one year	
This year	Last year	This year	Last year
£	£	£	£
-	-	-	-
-	-	-	-
725	360	-	-
-	-	-	-
725	360	-	-

**Note 9 Cash at bank and in hand**

Cash at bank and in hand  
**Total**

This year	Last year
£	£
276,382	202,184
276,382	202,184

**Note 10 Fair value of assets and liabilities**

The charity monitors the expected cashflow over future months, taking a conservative view of expected income in order to minimise the liquidity risk (the risk of not being able to meet short term financial demands). The charity has only investments held in cash, there is no exposure to market risk (the risk that the value of an investment will fall due to changes in the market).

**Note 11** Charity funds

**11.1 Details of material funds held and movements during the CURRENT reporting period**

\* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

Fund names	Type*	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
General	U	N/A	201,824	77,096	(3,263)	-	-	275,657
Total Funds			201,824	77,096	(3,263)	-	-	275,657

Fund balances carried forward are only denominated in UK pounds Sterling

**11.2 Details of material funds held and movements during the PREVIOUS reporting period**

\* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

Fund names	Type*	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
General	U	N/A	-	202,784	(960)	-	-	201,824
Total Funds			-	202,784	(960)	-	-	201,824

Fund balances carried forward are only denominated in UK pounds Sterling

**11.3 Designated funds**

Fund	Purpose of the designation	Amount
None		-

**Note 12** Transactions with trustees and related parties

**12.1 Trustee remuneration and benefits**

No trustees received any remuneration in the year for their services as a trustee, neither have they received any expenses for fulfilling their duties.

**12.2 Transaction(s) with related parties**

None



## **Independent Examiner's Report to the Trustees of SJC Queens Square**

I report on the accounts for the year ended 31st December 2021, which are set out on pages 1 to 10.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, 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.

### **Basis of independent examiner's report**

My examination was carried out in accordance with 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **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.

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.

A handwritten signature in purple ink, appearing to read 'Paula Titheradge'.

Paula Titheradge FICB PM Dip  
Director  
Taxave Ltd  
59 Gales Drive, Crawley, West Sussex RH10 1QA

Date: 23RD MAY 2022