

Trustees Annual Report and Financial Statements
for
Chichester Baptist Church
for the period ending 31 December 2020



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Charity information

Charity name Chichester Baptist Church

Registered charity number 1187869

Church address 124 Sherborne Road
Chichester
West Sussex
PO19 3AW

Trustees

Ellen Wild (Chair)	Minister
Roger Hubert	Church Ministry Leader
Andy Morgan	Youth Ministry Leader
Victoria Jones	Children's Ministry Leader
Calvin Hollingworth	Worship Ministry Leader
Heather Cheesman	Treasurer
Chris Hawker	Secretary
Phil Adams	Deacon
Guy Applebee	Deacon
Louise Gilbertson	Deacon
Jo Hawker	Deacon
Tom Snow	Deacon
Debbie Uren	Deacon
Ken Benjamin (resigned 21 September 2020)	Minister

Custodian Trustee The Baptist Union Corporation

Structure, Governance and Management

Chichester Baptist Church is managed by its Trustees acting on behalf of the Church in accordance with decisions reached by the Church Meeting which is convened 6 times a year. (There is also provision for Special Church meetings if required).

The Trustees normally meet monthly and comprise the Senior Minister, Minister, other salaried ministry leaders, Church Secretary & Deacons with the Treasurer attending for financial matters.

The Church Meeting provides an opportunity for all the members to meet for a time of worship, discussion about the direction of the church, its vision & mission, and key decisions about such matters. All members of the Church are encouraged to attend these meetings. Since we were not able to meet in person the church meetings have been held online.

All the Trustees have been briefed on the legal set up of this charity & its constitution and are aware of their obligations and responsibilities through Charity Commission publications. All Trustees have completed and signed Fit and Proper Persons Declarations.

With effect from 11th February 2020 Chichester Baptist Church was registered with the Charity Commission (Registered Charity Number 1187869) as a Charitable Incorporated Organisation (CIO) having substantially the same underlying structure, governance, management, objectives and activities as the existing unincorporated association (Registered Charity Number 1127703). On 1st November 2020 the entire assets and undertakings of Chichester Baptist Church the unincorporated association were transferred to the new CIO. The existing Trustees of the unincorporated association at that date became the first Trustees of the CIO.

Objectives and Activities

The principal purpose of Chichester Baptist Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

When planning our programmes and activities for the year, and in the context of the overarching aim of the Church which is the advancement of the Christian faith and stated in our mission statement “for people to commit to and become more like Jesus”, the Trustees have considered the Commission’s Guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

In our weekly public worship services, we seek to meet with God, to hear from Him and worship Him. We seek to communicate the truths of the Christian faith in an understandable and relevant way to help people to commit to and become more like Jesus.

In non-pandemic times a large number of activities would usually be held in our buildings throughout the week in addition to the worship services on Sundays. These would include a parent & toddler group, children & teenager groups, youth clubs, courses for people interested in finding out more about Christianity, home groups, bible study for women with young children, lunch club & bible study for older people. Many local people who are not necessarily members or regular worshippers attend a number of these different activities. A key part of our mission is to serve our local community and to demonstrate the love of Jesus to those who do not necessarily worship at the Church. This is demonstrated in practical ways such as the regular lunch club for people who are living alone, and teenage 'drop in' clubs on Friday nights. The Church has an established "Christians Against Poverty" (CAP) office and is meeting and helping people facing debt as part of the national CAP organisation.

The Church supports many Christian charities both locally, nationally & worldwide. Support is given to several individuals who are involved in mission work here in the UK and further afield.

In addition to the wide range of church organised activities and events as identified above, the church buildings would be used in non-pandemic times by a number of outside community organisations who provide services & events which benefit various groups & individuals within our local community.

The Church does not have a formal charging policy for use of the premises but instead groups are invited to make a voluntary donation. In this way, the Church can make best possible use of its buildings to support the local community and provide public benefit.

Achievements and Performance

In the year 2020, the on-going stated aim of the Church to advance the Christian faith in accordance with the Baptist denomination has been followed in a variety of ways some of which have been very different when compared with previous years, almost entirely due to the pandemic and the very different and sometimes challenging circumstances that we have faced.

Our regular Sunday Services are one area where the Christian faith is advanced through worship, teaching, prayer in a variety of different styles.

At the outset of the pandemic in March 2020 when it became clear we were not going to be able to meet in our buildings for some time, we were able to move very quickly to online church services, with a combination of pre-recorded services and live zoom services. For a short period in the early autumn of 2020, we were able to resume meeting in the building but with very restricted numbers and in full compliance with the Covid restrictions as set out in Government guidance and our denomination guidelines. With our online service provision our services have reached others who would not necessarily have either wanted to or been able to attend actual services in the building. In this way we have continued to seek and pray for our online services to reach others and to advance God's kingdom

Almost all of our what we call "Alternative Gatherings" had to stop meeting from March 2020 onwards.

Walk & Talk organise short walks in the locality with the chance to meet new people, enjoy being outside and with the opportunity to hear a short Christian message if they wish to. Walk & Talk resumed briefly in the early Autumn 2020 in a manner that complied with the guidelines as lockdown ended but shortly afterwards, had to stop again as the lockdown was re-imposed.

Our Care Home ministry, Cedar Ministry had to stop all their visits from March 2020 onwards and has not been able to resume since then as visits to care homes have been off limits. Some of the Cedar Ministry teams have sought to maintain contacts with the individual homes during the year.

Our Heart for Parklands initiative to reach out to local Parklands' residents who struggle to get out and have told us that they would welcome a friendly chat has continued albeit differently with contact being maintained where requested over the phone or doorstep visits.

With regard to the provision of homeless meals that we had previously been serving on a regular basis on the first Sunday of the month, we have joined forces with other churches in the city to provide meals for homeless people as part of the Heart Initiative. During the early part of 2019 in response to concerns about the growing numbers of homeless and needy people on our streets in Chichester, there was a city-wide church initiative to seek to provide a daily hot meal for homeless people on the streets during the wintertime. The church has continued to support this wider Chichester initiative throughout 2020.

Our other Alternative Gatherings have all had to be put on hold throughout 2020. These are Early Birdies [a round of golf with a chance to talk about some of the bigger issues of life] , SportsPlus [this involves a range of different sports and family activities meeting at Chichester College with a half time team talk where one of the key messages of Christianity is shared] , Common Threads [a time of creative knitting, crochet and needlework alongside the chance to hear a brief personal Christian story] and Mud, Sweat and Gears [a group of mountain bikers who meet early for a ride and to consider the bigger picture with a thought for the day]

All our other regular Church activities and groups that would have physically met on site during the year have either had to move to meeting online or due to the nature of the activity were cancelled. All these groups have as their aim the advancement of the Christian faith, some explicitly, others in lower keyways. All these different groups aim to be good news for the community around the church.

Partly because of the pandemic, many of our smaller groups had a key role to play in maintaining relationships and pastoral support and care for each other, either in person [when that was possible in smaller numbers] or by phone and outside walks etc. Our women's prayer and Bible study group, Wellspring, has continued to meet online as have many of our homegroups. Although our Friday night youth groups were not able to meet due to the restrictions in force and the nature of the activities, our Discipleship Groups regularly met online with over 50 young people actively engaging in these. In addition to more formal groups still meeting and supporting each other, Staff, Trustees, the Pastoral Care Team, and other leaders have sought to maintain personal contact with individual members of the congregation by making regular pastoral calls. Given the size of the congregation, this has been a significant undertaking but one which has been hugely appreciated.

We also had to put on hold our Bosham Village Hall gatherings that had started during 2019 and which had been attracting between 50-70 adults and children from our congregation. We had the sense during 2019 that God was leading us more clearly to establish a more regular sister congregation in Bosham. However, after being able to meet in the Village Hall at the start of 2020, all these plans had to be put on hold from March 2020 onwards as the Village Hall was closed.

The Church continues to have a focus on mission both here in the UK and wider afield. The Church continues to support several people in the congregation who work both here and abroad in Christian mission.

A key initiative for the Church remains our Christians Against Poverty (CAP) centre, based at Chichester Baptist Church. CAP is a national initiative which provides free debt counselling. Nationally thousands of families have been released from the pressure of debt through a combination of advice, financial education, budgeting, and insolvency services. This service is available free of charge. By the end of 2020 since we first opened the office in 2009, we had been referred 454 families living in this area and have been able to help many with more than just their debt challenges. By the end of 2020, some 158 people had become debt free because of this initiative since our local Debt Centre opened. Obviously with the pandemic, the work of CAP has been particularly challenging but notwithstanding that, the work of CAP remains a key compassion ministry for Chichester Baptist Church. It is anticipated that this work will increase significantly in the coming year as the economic impacts of the pandemic are seen more clearly and levels of personal debt increase.

Louise Strajnic was appointed CAP Centre Manager in March 2020. Due to Covid her training was delayed until the summer, but she was able to start taking on Client referrals from September onwards. The service has been able to continue throughout the pandemic using a phone-based appointment system but will look to going back to face to face visits as soon as it is safe to do so.

At the start of 2020, the Church remained heavily involved in supporting prayerfully, financially and providing volunteers for the Chichester Food Bank, Options Pregnancy Advice Service and the Life Centre (City Angels came to an end during the year). Other Churches in Chichester have taken the lead on these initiatives and we have been fully involved in supporting these key initiatives for the City of Chichester that seek in their differing ways to demonstrate the love of Jesus in practical ways. The work of the Chichester Food Bank has increased significantly due to the increased demand because of the pandemic and a number of families in this area becoming reliant on the Food Bank. The Church was also able to support the 2020 Christmas appeal from the Chichester Harbour Rotary to provide clothes, toys, personal hygiene essentials for families being sheltered in temporary accommodation or made homeless because of domestic violence.

At the end of May 2020, our Senior Minister, Rev Ken Benjamin left his role here, initially going on Sabbatical before commencing his new position as Church Relationships Manager at the London Institute of Contemporary Christianity in September 2020.

With the onset of the pandemic in March 2020, this clearly had an impact on the whole process of seeking to appoint a new Team Leader. In September 2020, an advertisement was placed, and informal discussions took place with potential applicants and the Trustees. However, by the end of 2020 no appointment had been made and with the ongoing pandemic and the difficulty of meeting together, the decision was taken to defer any further moves to fill this position until the Spring of 2021 and, in the meantime, to continue to prayerfully seek God's guiding.

Clearly throughout 2020, our church buildings that would normally be used by a range of other community, voluntary and public sector groups who are active and working in the local community have had to remain closed.

As of 11th February 2020, a new CIO was registered with the Charity Commission (registered charity number 1187869) with substantially the same structure, governance, management, objectives, and activities. This provides a more modern charity structure and essentially removes the personal liability of trustees under the old structure. In addition, a CIO is a legal body so can enter into contracts which was not the case previously. The entire assets of the old unincorporated charity were subsequently transferred to the new CIO on 01/11/2020. Throughout this process the Membership were kept informed at our church meetings.

As a result of the pandemic our church meetings have continued throughout 2020 but online. Attendance by members has been higher at these online meetings. Full minutes and records of attendance have been kept at all these meetings.

All the activities described above are supported by volunteers, who give their time to the church. We have not included a value for the time of the volunteers in the financial statements, but the Trustees appreciate all the time and support they give.

In concluding this section, as we have described above and in full compliance with Government advice, our church buildings have remained closed for an extended period during 2020 and services and, where practical, other areas of church life such as our children's work and small groups, have been held remotely using the zoom video conferencing. It is likely that when the church re-opens there will be a need for some adaptations to church operations, at least in the shorter term. Throughout this unusual period throughout 2020 and going forwards into 2021, we will seek to continue to do our best to achieve our objectives for the benefit of our church family, the wider community and God's glory.

Financial Review

The church's income comes from many individual donors and most donations are made on a regular basis via monthly standing orders or Sunday offerings. This income is, therefore, considered to be reliable and any decline is likely to take place over a period of time, which would allow the issues to be addressed. In addition, our major debtor is the HMRC and this income can be relied upon.

Our reserves policy is to hold at least 2 months core expenditure in the general funds (currently equivalent to £58,500). This is considered to be sufficient as income is unlikely to cease immediately and 2 months gives time to address the issues. The free reserves have been transferred from the new CIO and stand at £183,440.

During the period a surplus of £1,581 was made in the general fund. There has not been a significant reduction to the income even during this difficult year.

The Trustees approved the Trustees' Report above on 27th April 2021

Signed on behalf of the Charity's Trustees

E Wild

Rev Ellen Wild
Minister

H Cheesman

Heather Cheesman
Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

ON THE UNAUDITED ACCOUNTS OF

CHICHESTER BAPTIST CHURCH

For the purposes of those charity funds on pages 8 to 14 for the period ended 31 December 2020 which require an independent examiner's report, we confirm the following:-

Respective Responsibilities of Trustees and Examiner

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

It is my responsibility to:

- examine the financial statements (under section 145 of the 2011 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act);
- 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 accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes considerations of any unusual items or disclosures in the financial statements, and the seeking of 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 statements below.

Independent Examiner's Statement

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

1) which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:

- to keep accounting records in accordance with s130 of the 2011 Act; and
- to prepare financial statements which agree with the accounting records and to comply with the accounting requirements of the 2011 Act; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

A Morrison

**A Morrison FCA
1 Home Way
Petersfield
Hants
GU31 4EE**

Date: 26th April 2021

Statement of Financial Activities
For the period ended 31 December 2020

Chichester Baptist Church

	notes	Unrestricted funds	Designated funds	Restricted funds	Period to December 2020 Total £
Incoming resources from generated funds					
Voluntary income	2	52,867	-	11,420	64,287
Investment income	3	1	-	-	1
Income from charitable activities	4	-	-	-	-
Other	5	-	-	-	-
Total income		52,868	-	11,420	64,288
Costs of generating funds					
Charitable activities	6	50,485	-	2,621	53,106
Governance costs	7	802	-	139	941
Total expenditure		51,287	-	2,760	54,047
Income / (expenditure) before transfers		1,581	-	8,660	10,241
Transfers between funds	14	-	-	-	-
Net incoming/(outgoing) resources before other gains/(losses)		1,581	-	8,660	10,241
Gains / (losses) on investment assets		-	-	-	-
Net movement in funds		1,581	-	8,660	10,241
Total funds brought forward		-	-	-	-
Funds Transferred from charity		2,320,486	15,805	10,039	2,346,330
Total funds carried forward		2,322,067	15,805	18,699	2,356,571

Balance Sheet
As at 31December 2020

Chichester Baptist Church

	November to December notes	£	£
Tangible fixed assets	10		<div>2,162,664</div> <div>2,162,664</div>
Current Assets			
Debtors	11	72,835	
Bank and cash		137,568	
Total current assets		210,403	
Current Liabilities			
Creditors due within one year	12	16,496	
Net current assets			193,907
Creditors			
Amounts falling due after more than one year			-
Total Net Assets			2,356,571
Funds	14		
Unrestricted			2,322,067
Designated			15,805
Restricted			18,699
			2,356,571

These accounts were approved by the Trustees on 27th April 2021 and signed on their behalf by

H Cheesman

Heather Cheesman
Treasurer/Trustee

C Hawker

C Hawker
Church Secretary/Trustee

The attached notes (1 - 14) form part of this statement.

1 Accounting policies

Basis of preparation

The accounts are prepared on the basis of historic cost (except the church building which is valued at the insured value) in accordance with:

- Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005);
- Accounting Standards, FRS102;
- and the Charities Act 2011.

Donations

Donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Legacies

Legacies are accounted for when their receipt is certain and can be properly quantified.

Investment income

Investment income is included in the accounts when receivable.

Grants payable

The Church makes grants to other organisations whose charitable objects complement its work. They are accounted for in the year in which they are paid.

Governance costs

This represents direct expenditure on the governance of the church. Most of the management is carried out without charge by volunteers. This intangible cost is not included in the Statements of Financial Activities but is described in the Trustees' annual report.

Fixed assets

The Church premises are included in the balance sheet at insurance value as per Baptist Union Insurance Company renewal at 29th September 2009. This value is reviewed annually at the year end but is not amended unless there is significant change.

A professional valuation would incur significant cost which would be onerous compared with the additional benefit gained by the use of the accounts.

The Manse premises are stated at cost.

Furniture and Fittings and Computers and Equipment in the church premises are included at cost (less an annual depreciation charge) providing they cost over £1,000.

Depreciation

Depreciation has not been charged on the Church or Manse premises because, in the opinion of the Trustees, the depreciation charge would be insignificant and not material given the high residual value of the asset.

Depreciation on other fixed assets is calculated to write off the cost on a straight-line basis over their expected useful life, at the following rates:

Furniture and fittings	10%
Computer and equipment	20%

Investment

Investments are shown at market value.

2 Voluntary income

	Unrestricted £	Restricted £	2020 £
Offerings	43,560	9,453	53,013
Tax refunds	8,794	1,967	10,761
Grants received	513	-	513
Legacies	-	-	-
Total	52,867	11,420	64,287

3 Investment income

	Unrestricted £	Restricted £	2020 £
Interest	1	-	1
Total	1	-	1

4 Incoming resources from charitable activities

	Unrestricted £	Restricted £	2020 £
Income from rooms	-	-	-
Church events	-	-	-
Total	-	-	-

5 Other incoming resources

	Unrestricted £	Restricted £	2020 £
Other	-	-	-
Total	-	-	-

6 Charitable activities

	Unrestricted £	Restricted £	2020 £
Ministry	39,230	939	40,169
Mission	7,513	1,682	9,195
Establishment	3,742	-	3,742
Total	50,485	2,621	53,106

7 Governance costs

	Unrestricted £	Restricted £	2020 £
Independent Examination costs	-	-	-
Bank charges	22	139	161
Professional fees	780	-	780
Total	802	139	941

8 Grants payable

	Unrestricted £	Restricted £	2020 £
BUGB Home Mission	458	292	750
BMS World Mission	990	450	1,440
Other Mission Organisations/ Care	2,364	950	3,314
Total	3,812	1,692	5,504

9 Staff costs and Trustees expenses

	2020 £
Salaries	29,948
Social security costs	2,320
Pension costs	3,071
Total	35,339

The average number of employees during the year was 9

No employee received emoluments in excess of £60,000 during the year.

Two trustees, who are also employees, lived in housing wholly or partly owned by the church.

No sums were reimbursed to the Trustees for their work as Trustees.

The Church pays pension contributions for its Ministers to the Baptist Pension Scheme, which is an occupational defined contribution scheme and is not contracted out of the State Second Pension. The scheme is a multi employer scheme and it is not possible to identify the assets and liabilities of the scheme which are attributable to the Church. In accordance with FRS17 therefore, the scheme is accounted for as a defined contribution scheme.

The church has also paid into stakeholder pension plans for three other employees.

10 Tangible fixed assets

	Church Premises	Manses	Furniture and fittings	Computers and equipment	Total
Cost					
Transferred into CIO	1,912,106	247,753	100,329	7,247	2,267,435
Additions	-	-	-	-	-
Carried forward	1,912,106	247,753	100,329	7,247	2,267,435
Depreciation					
Transferred into CIO	-	-	97,524	7,247	104,771
Charge in the year	-	-	-	-	-
Elimination in the year	-	-	-	-	-
Carried forward	-	-	97,524	7,247	104,771
Net Book Value					
At 31 December 2020	1,912,106	247,753	2,805	-	2,162,664

All the fixed assets are used for direct charitable purposes.

11 Debtors

	2020
	£
Accrued income	70,845
Prepayments and other debtors	1,990
Total	72,835

12 Creditors due within one year

	2020
	£
Other creditors	3,958
Accruals	12,423
Deferred income	115
Total	16,496

13 Analysis of net assets

	Fixed Assets	Current Assets	Total
	£	£	£
Restricted funds	-	18,699	18,699
Designated funds	-	15,805	15,805
Unrestricted funds	2,162,664	159,403	2,322,067
	2,162,664	193,907	2,356,571

14 Funds	Fund balances transferred from old charity	Incoming resources	Outgoing resources	Transfers	Fund balances carried forward
Unrestricted					
General fund	2,320,486	52,868	(51,287)	-	2,322,067
Designated					
Sinking fund	15,805	-	-	-	15,805
Restricted					
BMS Donations	-	440	(440)	-	-
Care	3,500	1,260	(950)	-	3,810
Disasters	3,713	10	-	-	3,723
Home Mission	-	292	(292)	-	-
Noise Project	-	-	-	-	-
Tree appeal	-	9,418	(126)	-	9,292
Tools with a Mission	37	-	-	-	37
Youth and Children's	2,343	-	(952)	-	1,391
Short term funds	446	-	-	-	446
	2,346,330	64,288	(54,047)	-	2,356,571

Unrestricted Funds:

The Unrestricted Funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated and Restricted funds

BMS Donations is a holding fund for gifts made to BMS World Mission - these are forwarded regularly.

CAP fund holds donations made for our Christians Against Poverty (Debt Counselling) work in the community.

Care is a fund for donations made to meeting urgent social needs of those in the local area.

Disaster fund holds donations made for immediate response to emergency appeals following international disasters.

Home Mission is a holding fund for gifts made to Home Mission - these are forwarded regularly.

Noise is a fund set up for the work on the Parklands Estate during the mission week.

Tree Appeal holds donations made each Christmas to the particular cause supported by the church. The opening balance represents gifts made during the preceding December. These gifts are passed on early in the year.

Tools with a Mission is a holding fund for funds towards the work of restoring second hand tools to good working order prior to being sent to abroad.

Youth and Children's is used for all activities (midweek, Sunday and during holidays) organised for our own young people and those in the surrounding community.

Short Term funds is used to hold funds which have been donated for specific funds (such as the Christmas offering and carol service offering) which will be paid straight over to the relevant charity.

Sinking fund is a fund set up to put funds aside to replace the boiler and photocopier. The funds have been designated by the Trustees.