

Trustees Annual Report and Financial Statements  
for  
Chichester Baptist Church  
for the period ending 31 December 2022



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**Charity information**

**Reference and administrative details**

Charity name Chichester Baptist Church

Registered charity number 1187869

Church address 124 Sherborne Road  
Chichester  
West Sussex  
PO19 3AW

**Trustees**

Ellen Wild (Chair)	Minister & Team Leader
Roger Hubert	Church Ministry Leader
Andy Morgan	Minister & Youth Ministry Leader
Calvin Hollingworth	Worship Ministry Leader
Tom Snow	Treasurer
Guy Applebee	Secretary
Phil Adams	Deacon
Jo Hawker	Deacon
Debbie Uren	Deacon
Ian Crossley	Deacon (appointed May 2022)
Mark Blaney	Deacon (appointed May 2022)

Custodian Trustee The Baptist Union Corporation

## **Structure, Governance and Management**

Chichester Baptist Church is a CIO registered with the Charity Commission. It is managed by its Trustees acting on behalf of the Church in accordance with decisions reached by the Church Meeting. Trustees are appointed from within the membership and elected by the Church Meeting. The Ministers of the Church are also Trustees by nature of their office.

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.

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.

## **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 “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.

For details of the main activities undertaken please see achievements and performance.

## **Achievements and Performance**

In the year 2022, 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 the changes in the ways we met as a result of the pandemic and subsequent challenges continued throughout 2022 whereas in other ways, our regular patterns of meeting together in person were restored and we have been delighted to welcome a number of new people who have been attending our worship services throughout the year.

Our regular Sunday Services are one area where the Christian faith is advanced through worship, teaching and prayer in a variety of different styles. Throughout 2022 we held in person services but also continued to live stream the morning services for those who are unable to attend. With our online/streaming 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. We have continued to seek and pray for our online services to reach others and to advance God’s kingdom in this way.

During 2022 more of our “Alternative Gatherings” were able to resume meeting. Our Alternative Gatherings are another opportunity to meet with the local community and offer support.

Walk & Talk organise short walks in the locality with the chance to meet new people, enjoy being outside and to hear a short Christian message if they wish to.

Our Care Home ministry, Cedar Ministry was able to resume albeit in a limited manner as visits to care homes have still been difficult to organise for entirely understandable reasons. Some of the Cedar Ministry teams have sought to maintain contacts with the individual homes during the year.

Our provision of meals for the homeless also continued as we join forces with other churches in the Heart Initiative. This city-wide church initiative seeks to provide a daily hot meal for homeless people on the streets during the wintertime. Several of our members are actively involved in the work of Heart.

A key initiative in response to the Cost-of-Living Crisis was started in the autumn 2022 with fortnightly free family film nights held in our main church building alongside hot refreshments. This could only be undertaken with a huge amount of work from a large team of volunteers to ensure this was delivered safely and well. The response from our local community was tremendous.

A Community Freezer was also established during the autumn 2022 to respond to local needs and teams of volunteers cooked in our kitchen and filled the freezer with free meals as needed and we became aware of many in our wider church family and contacts and friends in the community who benefited from these meals.

In 2021 the Church was able to set up a wellbeing space called 'Renew Together' in partnership with Renew Wellbeing. It is a space where people can enjoy a hobby or activity in a peaceful and safe community setting. As well as joining in with activities or bringing their own hobbies along to share with others, we also follow a simple rhythm of prayer. In 2022, this was extended from a monthly Sunday gathering to a monthly Tuesday gathering as well and this space has been well received by those who regularly attend.

During 2022 our weekly Acorns Parent/Carer Toddler group met throughout the year This has been hugely appreciated by those able to attend as a safe space to meet people and allow the young children to interact socially. Both sessions were fully booked throughout the year with a waiting list. Many local families from our community attend this group. Like many of our church activities we are reliant on amazing teams of volunteers to run Acorns.

Our Lunch Club met throughout 2022. Between 20 – 25 older people many of whom were particularly vulnerable and socially isolated have been regularly attending and enjoying freshly prepared meals in the company of others. We were pretty much at full capacity throughout the year, and we receive regular requests from people wanting to come along and we try to accommodate them wherever possible.

Our women's prayer and Bible study group, Wellspring, was able to meet in person in the building and has flourished. Likewise, many of our homegroups were able to resume in person meetings in homes.

Our Thursday & Friday night youth groups and our Discipleship Groups regularly met throughout the year, again in person. Around 50 or so young people attend our Disciple groups which provided huge encouragement and spiritual challenge for the young people attending.

In addition to more formal groups 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 and visits.

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 in Christian mission as well as contributing financially to other mission organisations.

A key initiative for the Church remains our Christians Against Poverty (CAP) centre. CAP is a national initiative which provides free debt counselling. The Chichester Debt Centre opened in 2009 and by the end of 2022, 517 families in the local area had been booked in for CAP Debt advice. Of these, over 148 had become debt free because of this initiative in our church, with a total of £ 2,053,158.88 debt cleared. The work of CAP remains a key compassion ministry and it is anticipated that this work will continue to increase in the coming year.

During 2022, the Church remained heavily involved in supporting prayerfully, financially and by providing volunteers for the Chichester Food Bank, Options Pregnancy Advice Service, HEART for the Homeless in Chichester and the Life Centre. Whilst other Churches in Chichester have taken the lead on these initiatives, we have been fully involved in supporting these key initiatives that seek, in their differing ways, to demonstrate the love of Jesus in practical help. The work of the Chichester Food Bank has increased significantly due to the increased demand because of the pandemic and the cost-of-living crisis. We were also able to host the distribution of Food boxes to families in receipt of Free School Meals at the start of the school holidays. Additionally, we were able to support the work of CAP by distributing Christmas and Easter parcels to all our CAP families.

Our church buildings have been used by a range of other community, voluntary and public sector groups who are active and working in the local community including our local primary and secondary schools and our local residents' association.

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 hugely appreciate all the time and support they give. The work of the church would not be possible without them.

In addition to all the work undertaken by volunteers, 2022 also saw the appointment of a new Pastoral Ministry Leader and steps towards the appointment of a Children's Ministry Leader [this appointment was confirmed in January 2023].

## Financial Review

The church's income comes from many individual donors with most donations being made monthly. This income is considered reliable and any decline is likely to take place over a period of time. With this in mind our reserves policy is to hold at least 2 months core expenditure (currently equivalent to £59,000). The current free reserves stand at £223,630 (2021: £194,223).

The Trustees approved the above on 4<sup>th</sup> May 2023 and signed on behalf of the Charity's Trustees



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Rev Ellen Wild

Team Leader and Chair of Trustees



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Tom Snow

Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

**ON THE UNAUDITED ACCOUNTS OF**

**CHICHESTER BAPTIST CHURCH**

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For the purposes of those charity funds on pages 7 to 14 for the period ended 31 December 2022 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.

*Alison Morrison*

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

**Date: 24th April 2023**



**Statement of Financial Activities**  
**For the period ended 31 December 2022**

**Chichester Baptist Church**

	notes	Unrestricted funds	Designated funds	Restricted funds	2022 Total £	Period to December 2021 Total £
Incoming resources from generated funds						
Voluntary income	2	336,990	-	82,217	419,207	363,766
Investment income	3	7	-	-	7	299
Income from charitable activities	4	21,767	-	12,379	34,146	17,083
Other	5	-	-	-	-	-
<b>Total income</b>		<b>358,764</b>	<b>-</b>	<b>94,596</b>	<b>453,360</b>	<b>381,148</b>
Costs of generating funds						
Charitable activities	6	322,224	1,385	76,494	400,103	358,423
Governance costs	7	544	-	-	544	486
<b>Total expenditure</b>		<b>322,768</b>	<b>1,385</b>	<b>76,494</b>	<b>400,647</b>	<b>358,909</b>
<b>Income / (expenditure) before transfers</b>		<b>35,996</b>	<b>(1,385)</b>	<b>18,102</b>	<b>52,713</b>	<b>22,239</b>
Transfers between funds	14	(30,905)	25,000	5,905	-	-
<b>Net incoming/(outgoing) resources before other gains/(losses)</b>		<b>5,091</b>	<b>23,615</b>	<b>24,007</b>	<b>52,713</b>	<b>22,239</b>
Gains / (losses) on investment assets		-	-	-	-	-
<b>Net movement in funds</b>		<b>5,091</b>	<b>23,615</b>	<b>24,007</b>	<b>52,713</b>	<b>22,239</b>
Total funds brought forward		2,336,082	20,104	22,624	2,378,810	2,356,571
<b>Total funds carried forward</b>		<b>2,341,173</b>	<b>43,719</b>	<b>46,631</b>	<b>2,431,523</b>	<b>2,378,810</b>

**Balance Sheet**  
**As at 31December 2022**

**Chichester Baptist Church**

	notes	2022	November to December 2021
		£	£
Tangible fixed assets	<b>10</b>	<u>2,161,262</u> 2,161,262	<u>2,161,963</u> 2,161,963
<b>Current Assets</b>			
Debtors	<b>11</b>	19,012	49,924
Bank and cash		<u>273,427</u>	<u>191,272</u>
Total current assets		292,439	241,196
<b>Current Liabilities</b>			
Creditors due within one year	<b>12</b>	<u>22,178</u>	<u>24,349</u>
<b>Net current assets</b>		<b>270,261</b>	<b>216,847</b>
<b>Creditors</b>			
Amounts falling due after more than one year		-	-
<b>Total Net Assets</b>		<u><u><b>2,431,523</b></u></u>	<u><u><b>2,378,810</b></u></u>
<b>Funds</b>	<b>14</b>		
Unrestricted		2,341,173	2,336,082
Designated		43,719	20,104
Restricted		<u>46,631</u>	<u>22,624</u>
		<u><u><b>2,431,523</b></u></u>	<u><u><b>2,378,810</b></u></u>

These accounts were approved by the Trustees on 4th May 2023 and signed on their behalf by

T SNOW

Treasurer

G Applebee

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 £	Designated £	Restricted £	2022 £	2021 £
Offerings and donations	283,319	-	67,075	350,394	300,593
Tax refunds	53,671	-	15,142	68,813	52,320
Grants received		-	-	-	853
Legacies		-	-	-	10,000
Total	336,990	-	82,217	419,207	363,766

**3 Investment income**

	Unrestricted £	Designated £	Restricted £	2022 £	2021 £
Interest	7	-	-	7	299
Total	7	-	-	7	299

**4 Incoming resources from charitable activities**

	Unrestricted £	Designated £	Restricted £	2022 £	2021 £
Income from church property	11,760	-	-	11,760	2,122
Church events	10,007	-	12,379	22,386	14,961
Total	21,767	-	12,379	34,146	17,083

**5 Other incoming resources**

	Unrestricted £	Designated £	Restricted £	2022 £	2021 £
Other	-	-	-	-	-
Total	-	-	-	-	-

**6 Charitable activities**

	Unrestricted £	Designated £	Restricted £	2022 £	2021 £
Ministry	229,888	-	23,897	253,785	253,301
Mission	45,421	684	51,462	97,567	66,559
Establishment	46,915	701	1,135	48,751	38,563
Total	322,224	1,385	76,494	400,103	358,423

**7 Governance costs**

	Unrestricted £	Designated £	Restricted £	2022 £	2021 £
Independent Examination costs	420	-	-	420	360
Bank charges	124	-	-	124	126
Professional fees				-	-
Total	544	-	-	544	486

**8 Grants payable**

	Unrestricted £	Restricted £	2022 £	2021 £
BUGB Home Mission	3,286	1,214	4,500	4,500
BMS World Mission	8,184	766	8,950	8,850
Other Mission Organisations/ Care	19,908	36,266	56,174	41,697
Total	31,378	38,246	69,624	55,047

**9 Staff costs and Trustees expenses**

	2022 £	2021 £
Salaries	190,705	184,772
Social security costs	10,977	11,173
Pension costs	15,664	20,620
Total	217,346	216,565

The average number of employees during the year was: 9 9

No employee received emoluments (excluding employer pension) in excess of £60,000 during the year.

As Ministers; Ellen Wild was provided with manse accommodation rented by the church from the Minister and her spouse at a cost of £8,442 in the year and related manse expenses amounting to £4,080. Andy Morgan was provided with manse accommodation owned by the church and related manse expenses amounting to £2,635.

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. 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 four other employees, one of whom is a Trustee.

Four Trustees have received remuneration and other benefits in relation to their employment contracts with the church. These payment are made under a provision in the governing document.

Ellen Wild, the Senior Minister/Team Leader received a stipend of £43,221, plus pension contributions of £8,688. Andy Morgan, Minister and Youth Ministry Leader, received a stipend of £24,750 plus pension contributions of £3,075. Roger Hubert, Church Ministry Leader, received remuneration of £20,570. Calvin Hollingworth, Worship Ministry Leader, received remuneration of £22,438 and pension contributions of £2,216.

Total aggregate remuneration paid to key management personnel during the year was £140,115.

**10 Tangible fixed assets**

	Church Premises	Manses	Furniture and fittings	Computers and equipment	<b>Total</b>
<b>Cost</b>					
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
<b>Depreciation</b>					
Brought forward	-	-	98,225	7,247	105,472
Charge in the year	-	-	701	-	701
Elimination in the year	-	-	-	-	-
Carried forward	-	-	98,926	7,247	106,173
<b>Net Book Value</b>					
<b>At 31 December 2022</b>	1,912,106	247,753	1,403	-	2,161,262
At 31 December 2021	1,912,106	247,753	2,104	-	2,161,963

All the fixed assets are used for direct charitable purposes.

**11 Debtors**

	2022 £	2021 £
Accrued income	15,215	47,865
Prepayments and other debtors	3,797	2,059
Total	19,012	49,924

**12 Creditors due within one year**

	2022 £	2021 £
Other creditors	-	4,450
Accruals	18,713	19,899
Deferred income	3,465	-
Total	22,178	24,349

**13 Analysis of net assets**

	Fixed Assets £	Current Assets £	Total £
Restricted funds	-	46,631	46,631
Designated funds	-	43,719	43,719
Unrestricted funds	2,161,262	179,911	2,341,173
	2,161,262	270,261	2,431,523

<b>14 Funds</b>	<b>Fund balances brought forward</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers</b>	<b>Fund balances carried forward</b>
<b>Unrestricted</b>					
General fund	<b>2,336,082</b>	358,764	(322,768)	<b>(30,905)</b>	<b>2,341,173</b>
<b>Designated</b>					
Sinking fund	<b>20,104</b>	-	(701)	<b>5,000</b>	<b>24,403</b>
Major Repairs	-	-	-	<b>12,500</b>	<b>12,500</b>
Training	-	-	-	<b>2,500</b>	<b>2,500</b>
Winter Fund	-	-	(684)	<b>5,000</b>	<b>4,316</b>
<b>Restricted</b>					
BMS Donations	<b>186</b>	600	(766)	-	<b>20</b>
CAP	-	395	(395)	-	-
Care	<b>2,813</b>	5,955	(4,215)	<b>(190)</b>	<b>4,363</b>
Christmas Offering	<b>733</b>	2,994	(1,504)	-	<b>2,223</b>
Disasters	<b>3,475</b>	26,379	(24,351)	-	<b>5,503</b>
Film Night	-	125	-	-	<b>125</b>
Garden Fund	<b>(301)</b>	745	(1,135)	<b>691</b>	-
Home Mission	<b>276</b>	958	(1,214)	-	<b>20</b>
Ruth Priestley	<b>100</b>	7,901	(8,221)	<b>220</b>	-
Tree Appeal	<b>5,138</b>	15,130	(7,701)	-	<b>12,567</b>
Tools with a Mission	<b>37</b>	-	-	-	<b>37</b>
Youth and Children's	<b>4,161</b>	12,379	(21,661)	<b>5,190</b>	<b>69</b>
Short Term Funds	<b>6,006</b>	3,500	(2,735)	<b>(6)</b>	<b>6,765</b>
Winter Family Fund	-	17,535	(2,596)	-	<b>14,939</b>
	<b>2,378,810</b>	453,360	(400,647)	-	<b>2,431,523</b>

**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**

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

**Major Repairs** is a fund set up to fund large repairs at the church that are expected in the next few years. The funds have been designated by the Trustees.

**Training fund** is a fund set up for the future training needs of the church. The funds have been designated by the Trustees.

**Winter funds** is a designated fund used to provide meals for the local community during the cost of living crisis. The funds have been designated by the Trustees.

**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.

**Christmas Offering** is the offering for Christmas day to be given to a specific charity.

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

**Film night** is a fund set up for income for the film nights held as part of the cost of living crisis to provide warmth, a film and food to the local community.

**Garden Fund** was set up for donations to improve the garden.

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

**Ruth Priestly** is a restricted fund for donations for the support of Ruth as a missionary from the church.

**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 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 which will be paid straight over to the relevant charity.

**Winter Family fund** is a restricted fund given by the church members to support those who are struggling with the cost of living crisis.