

**Company Number 07738949**  
**Charity Number 01143499**

**Swanfield Chapel**  
**Report of the Trustees and**  
**Unaudited Financial Statements**  
**For The Year Ended 31 December 2015**

**Swanfield Chapel**

**Contents of the Financial Statements for the Year Ended 31 December 2015**

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**Swanfield Chapel**  
**(A company limited by guarantee)**  
**Company Information for the Year Ended 31 December 2015**

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**Registered Company number** 0773894 (England and Wales)

**Registered Charity number** 01143499

**Registered office**

Swanfield Chapel  
117 Swanfield Drive  
Chichester  
West Sussex  
PO19 6TD

**Trustees and Directors**

Philip Davis	Gordon Kyte
Grahame Ebben	Euan Menzies (Appointed 16 May 2015)
Anthony Fisher	David Thurlow
Trevor James	David Wakeford
Lee Jerromes	Rob Wakeford

**Company Secretary**

David Thurlow

**Elders**

Trevor James  
Lee Jerromes (Resigned 31 December 2015)  
Jon Taylor (Appointed 1 January 2016)  
David Thurlow

**Deacons**

Jon Bull  
Andrew Mortimore (Resigned 20 January 2015)  
Jon Taylor (to 31 December 2015)

**Independent Examiner**

Eric Claypole  
108 Worcester Road  
Chichester  
West Sussex  
PO19 5EB

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Website**

[www.swanfieldchapel.org.uk](http://www.swanfieldchapel.org.uk)

## Swanfield Chapel

### Report of the Trustees for the Year Ended 31 December 2015

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The trustees, who are also directors for the purposes of the Companies Act, present their report with the unaudited financial statements of the charity for the year ended 31 December 2015.

Swanfield Chapel (the Chapel) is a Private Limited Company (number 07738949) incorporated on 12 August 2011 and is registered with the Charity Commission (number 01143499). It is limited by guarantee and governed by its memorandum and articles of association. The Directors and Trustees confirm that the accounts comply with current statutory requirements and the Chapel's governing documents.

#### Structure

Swanfield Chapel is an evangelical church that from 1938 to 1972 met in Chapel Street, Chichester and from 1972 onwards in Swanfield Drive, Chichester. It was governed by a trust deed dated 12 January 1938 (the old charity). On 12 August 2011 the trustees registered a charitable company limited by guarantee (the new charity). On 1 January 2012 the activities of the church were transferred to the new charity and on the same date, with the exception of the church building, all the assets and liabilities of the old charity were also transferred to the new charity. The church building remains in the old charity because the 1938 trust does not contain the power to transfer this asset. The new charity has been granted an informal licence to occupy the building and has taken responsibility for repairing and insuring the building. During 2016 the new charity will be appointed as the sole trustee of the old charity.

#### Objects and aims

The Chapel seeks to honour God and demonstrate the Christian faith in action by acting as a church in the local area and through missionary work worldwide. This includes:

- holding regular services for the worship of God the Father and the Lord Jesus Christ
- preaching and expounding the Word of God, the Bible
- holding meetings for the instruction of adults, young people and children in the Word of God
- reaching out to those not of the Christian faith to make Christ known in a range of new and interesting ways
- encouraging interest in missionary activities to promote the Christian faith in other countries

#### Public Benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit. They strongly believe in the public benefit of services for the worship of God the Father and the Lord Jesus Christ, together with preaching and expounding the Bible, holding classes for the instruction of adults and children, and providing other activities which promote the Word of God and lead people to faith in the Lord Jesus Christ as their Saviour. Individuals are taught to feel responsible to contribute to the welfare of society, to respect the authorities in the country, and to show genuine care for their neighbours and the environment. The practical benefit to society comes through promoting happy marriages and homes where children experience love and care, and grow up to become good law-abiding citizens and in providing support to those in need.

#### Charitable activities

The Chapel holds regular meetings on Sundays and Thursdays, prayer meetings, ladies meetings, social activities with a spiritual element (Hot Potato, Cameo and 3Cs), parents and toddlers activities, after school clubs for children, young people's activities, family activities, children's activities on Sunday mornings concurrent with a well attended family service, occasional men's activities, school assemblies and courses for those interested in finding out about the Christian faith and growing in the Christian faith. The meetings are open to the public and to ensure that no one is prevented from attending the Chapel never charges for any activity. The Chapel participated with Christians from other Chichester churches in joint activities including the Chichester District Foodbank, distribution of Hot Cross Buns on Good Friday and manning a live nativity presentation prior to Christmas.

Additionally special open activities during the year included:

- Quiz Night for adults
- Children's Holiday Bible Club in February half term
- Easter Brunch on Easter Saturday - an activity for families and the community
- Harvest lunch
- Meal for University of Chichester students
- Bright Light Fun Night – an activity at the end of October for families and the community
- Carol Services/Carol singing at Florence Road, Chichester and Brick Kiln Garden Centre, Chichester

#### Church Attendance

During the year approximately 100 adults and children from the local area attended the Chapel's meetings regularly

### **Financial Review**

The Chapel's policy for many years has been that the only collection taken up is at the weekly Sunday morning communion service. There are no fund raising activities and no charges are made for any of the Chapel's activities. It is also the policy of the Chapel that twenty-eight of its collections are designated for support of missionary and similar activities. The intended recipient of each designated collection is announced in advance and all funds collected are remitted without deduction to the recipient. Since the funds are income of the Chapel and the intended recipient is determined by the Elders the income is designated rather than restricted and therefore the tax recovered under Gift Aid is unrestricted income. The funds from this source, together with the remaining twenty-four collections and one off gifts from members of the church are used for the operational costs of the Chapel. The 2015 year continued to see generous support from the Chapel's members. Income during the year exceeded expenses by £9,795 which compares with surpluses of £10,022 in 2014, £1,885 in 2013, £15,822 in 2012 and £ 9,672 in 2011.

### **Reserves policy**

The Chapel employs a married couple as Family and Community Outreach Workers. Apart from contracts of employment for these two workers and contracts for normal supplies the Chapel has no contractual liabilities. On that basis and taking account of the fact that the Chapel's building is relatively new and in good order the trustees believe that there is no need to hold substantial reserves. Experience has shown that when a specific need has arisen the members of the Chapel have provided financial support to meet the need.

### **Future Developments**

Along with other churches, the members of the Chapel sense both the imperative of worship and the urgency to fulfil the Lord's commandment to go out into all the world and make disciples of all nations. These two themes will continue to direct the Chapel's activities and future developments.

During 2015 Richard and Kim Carter, the Chapel's Family and Community Outreach Workers, continued to develop links with Portfield Primary Academy. It is envisaged that during 2016 this aspect of the Chapel's work will continue to develop.

There is a concern that age and health issues are leading to a reduced number of members able to play an active part in the Chapel's life and a reduced number of people able to lead.

### **Recruitment and Appointment of trustees**

Trustees are appointed from those who are familiar with the aims and policies of the Chapel, and who have won the confidence of the members of the Chapel through their commitment and conduct over several years. Prior to appointment new trustees will be given appropriate induction and training.

### **Government**

The overall responsibility for the Chapel rests with the trustees who meet once each year to receive reports on the Chapel's activities. The day to day activities and operating decisions of the Chapel rest with the three elders, who meet monthly. They are supported by deacons who are responsible for practical matters.

### **Risk management**

The trustees have reviewed the risks to which the Chapel is exposed and each year receive and consider reports on this from the Elders. Appropriate procedures are in place to identify, monitor and review these risks on a regular basis.

### **Directors' and Trustees' Responsibilities**

The trustees, who are also directors, are responsible for preparing the report and financial statements in accordance with applicable law and regulations.

Company law requires the directors and trustees to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the incoming resources for that period. In preparing those financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue its activities.

**Swanfield Chapel**

**Report of the Trustees for the Year Ended 31 December 2015 (continued)**

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The trustees as company directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006 and Charities Act 2011. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Chapel endeavours to conduct its activities both in accordance with standards set in the Bible and in accordance with the seven Principles identified by the Nolan Committee on Standards in Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

This report was approved by the trustees on .....and was signed on their behalf by

Rob Wakeford  
Chairman

## Independent Examiner's Report to the Trustees on the unaudited financial statements of Swanfield Chapel

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I report on the financial statements for the year ended 31 December 2015 set out on pages 6 to 11.

### Respective responsibilities of directors (trustees) and examiner

As described on page 3 and 4 the Chapel's trustees, who are also the Directors for the purposes of company law, are responsible for the preparation of the financial statements. The Chapel's trustees consider that an audit is not required for the period (under Section 144(2) of the Charities Act 2011 [the 2011 Act]) and that an independent examination is required.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts 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); and
- to state whether particular matters have come to my attention.

### Basis of the 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 the accounting records kept by the Chapel 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 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 requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

Eric Claypole  
108 Worcester Road  
Chichester  
West Sussex  
PO19 5EB

Date: .....

Swanfield Chapel

Statement of Financial Activities for the year ended 31 December 2015

	Notes	Unrestricted funds £	Restricted funds £	2015 Total Funds £	2014 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	62,192	3,200	65,392	84,754
Activities for generating funds		0	0	0	0
Investment income	3	3	0	3	7
<b>Incoming resources from charitable activities</b>					
The furtherance of the Christian faith		0	0	0	0
<b>Other incoming resources</b>	4	<u>438</u>	<u>0</u>	<u>438</u>	<u>706</u>
<b>Total incoming resources</b>		62,633	3,200	65,833	85,467
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income		0	0	0	0
<b>Charitable activities</b>					
The furtherance of the Christian faith	5	54,838	1,200	56,038	75,445
<b>Governance costs</b>	9	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total resources expended</b>		54,838	1,200	56,038	75,445
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		7,795	2,000	9,795	10,022
Transfer between funds		0	0	0	0
<b>NET INCOMING/(OUTGOING) RESOURCES AFTER TRANSFERS</b>					
		7,795	2,000	9,795	10,022
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		280,336	0	280,336	270,314
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>288,131</u>	<u>2,000</u>	<u>290,131</u>	<u>280,336</u>

**CONTINUING OPERATIONS**

All incoming resources and resources expended arise from continuing activities.



Swanfield Chapel

Balance Sheet at 31 December 2015

	Notes	Unrestricted funds £	Restricted funds £	2015 Total Funds £	2014 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	252,607	0	252,607	252,607
<b>CURRENT ASSETS</b>					
Stocks	13	0	0	0	0
Debtors: amounts falling due within one year	14	34,534	0	34,534	26,529
Cash at bank and in hand		<u>2,086</u>	<u>2,000</u>	<u>4,086</u>	<u>6,643</u>
		36,620	2,000	38,620	33,172
<b>CREDITORS</b>					
Amounts falling due within one year	15	<u>(1,096)</u>	<u>(0)</u>	<u>(1,096)</u>	<u>(5,443)</u>
<b>NET CURRENT ASSETS</b>		<u>35,524</u>	<u>2,000</u>	<u>37,524</u>	<u>27,729</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		288,131	2,000	290,131	280,336
<b>CREDITORS</b>					
Amounts falling due after more than one year		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NET ASSETS</b>		<u>288,131</u>	<u>2,000</u>	<u>290,131</u>	<u>280,336</u>
<b>FUNDS</b>					
Unrestricted funds	16			288,131	280,336
Restricted funds				<u>2,000</u>	<u>0</u>
<b>TOTAL FUNDS</b>				<u>290,131</u>	<u>280,336</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to the accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime, the Statement of Recommended Practice (SORP 2005) and in accordance with Accounting and Reporting by Charities.

The financial statements were approved by the board and authorised for issue on .....and were signed on its behalf by:

.....  
Rob Wakeford  
Chairman

The notes form part of these financial statements

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and the principal accounting policies as set out below and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities and the Financial Reporting Standard for Smaller Entities (effective April 2008) subject to the departure mentioned below.

**Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the Chapel qualifies as a small charity.

**Incoming resources**

Donated income is taken into account when received by the Chapel. Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue & Customs is grossed up for the tax recoverable. Any amount of tax reclaimed from HM Revenue & Customs but not yet received is accrued and shown as a debtor. Investment income is taken into account when received.

**Resources expended**

Expenditure, including irrecoverable VAT, is taken into account when incurred, regardless of when payment is made. Missionary support grants are accounted for on the basis of support that relates to the financial year.

**Tangible fixed assets**

Tangible fixed assets transferred from the unincorporated charity, Swanfield Chapel, were not valued and have not been capitalised and therefore no depreciation is provided on these assets. The residential property purchased in 2011 for occupation by the Chapel's Family and Community Outreach workers has not been depreciated because in the opinion of the trustees its open market value is greater than cost. Fixed assets costing £1,000 or more are capitalised and depreciated over their estimated useful lives. Assets costing less than £1,000 are written off in the year of purchase.

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**

The Chapel is exempt from direct tax on its charitable activities. As with all charities, apart from certain limited reliefs, it pays full VAT on goods and services and is not able to recover this tax.

**Fund accounting**

Unrestricted funds are income received or generated for the objects of the Chapel without specified restriction and are available for the general purposes of the Chapel including support for other organisations with objects that are in line with the Chapel's objects. Designated funds are income designated by the Elders of the Chapel for specific purposes. Restricted funds are amounts received where the donor has specified the purpose for which they should be used.

**2. VOLUNTARY INCOME**

	2015	2014
	£	£
General offerings and donations	27,387	31,206
Special offerings	4,817	8,245
Gift aid	8,004	10,033
Missionary and other designated gifts	21,984	33,520
Restricted Grant for Life Exhibition transport	2,000	1,600
Other Restricted Gifts	<u>1,200</u>	<u>150</u>
	<u>65,392</u>	<u>84,754</u>

Swanfield Chapel

Notes to the Financial Statements for the Year Ended 31 December 2015 (continued)

**3. INVESTMENT INCOME**

	2015	2014
	£	£
Bank interest	<u>3</u>	<u>7</u>

**4. OTHER INCOMING RESOURCES**

	2015	2014
	£	£
Gifts from users of premises and facilities	<u>438</u>	<u>706</u>

The Chapel is not hired out for use by other organisations but from time to time organisations with objects that are in line with those of the Chapel use the building free of charge. Some of these groups choose to contribute towards the heating, lighting and other costs.

**5. CHARITABLE ACTIVITIES COSTS**

	Direct costs (See note 6)	Missionary gifts (See note 7)	Support costs (See note 8)	Totals
	£	£	£	£
Furtherance of the Christian faith	<u>37,671</u>	<u>18,367</u>	<u>0</u>	<u>56,038</u>

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2015	2014
	£	£
Salaries	10,631	15,030
Speakers and local workers	4,160	4,860
Activities	4,262	3,558
Holiday Bible Club	1,386	1,343
Contribution to young peoples' holidays	300	474
Other outreach and mission support	2,348	2,414
Local needs	0	383
Utilities	4,461	5,162
Sundries	1,889	1,328
Repairs and maintenance	5,746	10,970
Community and family workers' accommodation expenses	2,488	2,922
Life Exhibition	0	3,977
	<u>37,671</u>	<u>52,421</u>
Major works	<u>0</u>	<u>0</u>
Total	<u>37,671</u>	<u>52,421</u>

**7. MISSIONARY AND SIMILAR GIFTS**

The total paid during the year was as follows:

	2015	2014
	£	£
Missionaries commended from Swanfield Chapel	6,417	12,123
Other missionary and similar work	<u>11,950</u>	<u>10,901</u>
	<u>18,367</u>	<u>23,024</u>

Where a missionary has been commended by the Chapel it is the practice to support them financially. Strict compliance with the Charities' Statement of Recommended Practice (SORP) may regard this as constituting a constructive obligation such that future support should be accounted for in these accounts as a liability. The Elders are confident the missionaries would not view their support as an open ended obligation by the Chapel.

**8. SUPPORT COSTS**

Costs that might be regarded as support costs have been included in direct charitable costs on the basis that the utilities and similar expenses are part of the expense of the charitable activities of the Chapel.

**9. GOVERNANCE COSTS**

There are no governance costs.

**10. TRUSTEES' REMUNERATION AND BENEFITS**

No trustees' remuneration or other benefits were incurred or paid during the period ended 31 December 2015 (2014 nil). No trustees' expenses were incurred or paid during the period ended 31 December 2015 (2014 nil).

**11. STAFF COSTS**

The Chapel's activities are generally carried out by volunteers. There are two part-time paid employees who are employed as Family and Community Outreach Workers. Total remuneration paid, including employer's national insurance was £10,631 (2014 £15,030).

**12. TANGIBLE FIXED ASSETS**

The Chapel owns the freehold of 90 Baxendale Road, Chichester purchased in November 2012 at a cost of £252,607. The Chapel's fixtures, fittings were transferred to the charity at nil cost on 1 January 2012. They were not valued at the time of transfer. The contents are insured for £59,066.

**13. STOCKS**

The Chapel holds small stocks of literature and catering items. These stocks have not been valued.

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Prepayments	274	2,820
Tax recoverable	34,205	23,654
Other debtors	<u>55</u>	<u>55</u>
	<u>34,534</u>	<u>26,529</u>

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Creditors	1,096	650
Deferred income	<u>0</u>	<u>4,793</u>
	<u>1,096</u>	<u>5,443</u>

**16. MOVEMENT IN FUNDS**

	At 1.1.15	Net movement in funds	At 31.12.15
	£	£	£
<b>Unrestricted funds</b>			
General fund	280,336	7,795	288,131
<b>Restricted funds</b>	<u>0</u>	<u>2,000</u>	<u>2,000</u>
<b>TOTAL FUNDS</b>	<u>280,336</u>	<u>9,795</u>	<u>290,131</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	40,649	(32,854)	7,795
Designated funds	21,984	(21,984)	0
<b>Restricted funds</b>			
Grants and Donations for restricted purposes	3,200	(1,200)	2,000
<b>TOTAL FUNDS</b>	<u>65,833</u>	<u>(56,038)</u>	<u>9,795</u>

**17. RELATED PARTY DISCLOSURES**

The trustees are also the trustees of a separate charitable trust governed by a trust deed dated 12 January 1938 (the old charity) which until 31 December 2011 undertook the activities of the church known as Swanfield Chapel. On 1 January 2012 the activities of the church were transferred to the new charity and on the same date, with the exception of the church building, all the assets and liabilities of the old charity were also transferred to the new charity. The church building remains in the old charity because the 1938 trust does not contain the power to transfer this asset. The new charity has been granted an informal licence to occupy the building and has taken responsibility for repairing and insuring the building.

## Swanfield Chapel

### Detailed Statement of Financial Activities for the Year Ended 31 December 2015

	2015 £	2014 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
General offerings and donations	27,387	31,206
Special offerings	4,817	8,245
Gift Aid tax recoverable for general purposes	8,004	10,033
Missionary and other designated gifts	21,984	33,520
Restricted grant for Life Exhibition transport	2,000	1,600
Other Restricted Gifts	<u>1,200</u>	<u>150</u>
	65,392	84,754
<b>Investment income</b>		
Bank interest	3	7
<b>Other incoming resources</b>		
Gifts from users of premises	<u>438</u>	<u>706</u>
<b>Total incoming resources</b>	65,833	85,467
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Missionaries commended from Swanfield Chapel	6,417	12,123
Other missionary work	9,569	7,263
Other designated gifts	2,381	3,638
Speakers and local workers	14,791	19,890
Activities	4,262	3,558
Holiday Bible Club	1,386	1,343
Contribution to young peoples' holidays	300	474
Other outreach and mission support	2,348	2,414
Local needs	0	383
Utilities	4,461	5,162
Sundries	1,889	1,328
Repairs and maintenance	5,746	10,970
Family and community outreach workers' house expenses	2,488	2,922
Life Exhibition	<u>0</u>	<u>3,977</u>
<b>Normal resources expended</b>	<u>56,038</u>	<u>75,445</u>
Major works	0	0
<b>Total resources expended</b>	<u>56,038</u>	<u>75,445</u>
<b>Net incoming/(outgoing) resources</b>	<u><u>9,795</u></u>	<u><u>10,022</u></u>