

Parkview Chapel,
Botesdale

Receipts & Payments Account

&

Statement of Assets & Liabilities

For the period to 31st December 2019

Parkview Chapel, Botesdale

Governing document: Constitution dated 23rd December 2016

Charity Registration Number: 1170915

Trustees and Members

David Cleveland (Retired 19th December 2019)

Mick Hams

Victor Jack (Retired 15th May 2019)

Matt Levett (Appointed 12th January 2020)

David Miles

Ella Miles

Philip Miles (Chairman)

Mark Wallace

Matt Warnock

Congregational leadership team

David Miles

Kevin Gladwell

Helen Miles

Philip Miles

Address: The Street, Botesdale, Diss, Norfolk, IP22 1BX

Bankers: Barclays

Independent Examiner: Haines Watts Chartered Accountants

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PARKVIEW CHAPEL, BOTESDALE

Trustees Report for the year ended 31 December 2019

The trustees submit their annual report and financial statements for the year ended 31st December 2019.

Objects:

The objects of the charity for the public benefit, as per the constitution, are to advance the Christian faith in Botesdale, nearby villages and in such other parts of the United Kingdom or the world as the charity trustees may from time to time think fit.

This can be summarised as:-

- providing a safe space for people to explore Bible's message of God's salvation through Jesus Christ
- encouraging those who respond to this message to grow as disciples
- providing support for those locally who are facing particular challenges in their lives.
- encouraging each other to pray and worship both individually and together.

Structure, Governance and Management

The charity is ultimately run by the Trustees. The Trustees have the authority to exercise their powers to further the objects of the charity. The Trustees meet at least once a year but delegate the day to day decision making on the running of the Church to the Congregational Leadership Team, some of whom are also Trustees. The Leadership Team meets monthly to consider the management and pastoral needs of the fellowship.

During 2016 the charity that was established in the name of 'Parkview Chapel, Botesdale' (Reg.Charity No. 1170915) as a 'Charitable Incorporated Organisation' and has since sat dormant in anticipation of the vesting of permanent endowment assets to it by the historic charity and transfer of other assets; this eventually took place on 15th March 2019.

The church: its aims and objectives:

Whilst Parkview Chapel describes a building, the essence of our church life is about ordinary people whose lives have been changed by Jesus Christ, the Son of God and who seek to live according to our understanding of the principles laid down in the New Testament for Christian living. We welcome opportunities to join with other Christians who share this same vision.

Parkview Chapel is a member of the 'Evangelical Alliance', 'Rural Ministries' and 'Partnership'; organisations that links together a number of churches that are similar in nature to ourselves.

The year: its objectives and achievements:

During the year ended 31st December 2019 the church sought to fulfil its objectives in the following ways, having had regard to the guidance given by the Commission on public benefit, and in particular, the specific guidance on charities for the advancement of religion. The aim of our services and worship is to help those attending put faith into practise through prayer, scripture, music and communion. During the past year we achieved this by:-

Regular programme

- As reported in previous years' trustees report, we have a regular programme of services and other events, with some occurring weekly, some monthly and some annually. During our Sunday morning services we completed a series, 'The Story', tracing the storyline of the Bible in 31 episodes; this was followed by three more series: 'Giving the best in worship', 'Jesus, the game changer' and finally 'The Christmas Plan'. Questions based on these formed the basis of our mid-week home group discussions.
- We were delighted that during the year we held a dedication service for the young child of a family that attend various activities that take place at our church.
- At Christmas there were in the region of 100 came to the Carol Service with many staying around to enjoy the buffet tea that followed.
- A small group met together and Kevin led them through an Alpha course which was greatly appreciated.

Building Relationships

- Since we believe that at the core of our faith is relationship, both heavenward to our heavenly father and then with those around and both through our regular events and special occasions, we work to bring that about, notably through:
- Coffee on a Sunday which replaces the more traditional service style on one Sunday each month. It provides a chance to chat and often includes some discussion questions that may stimulate conversations.
- Coffee on the Corner held on the second Tuesday of each month and is an informal time during which people come and go and stop for as long or short a period of time as they wish
- Coffee Stop – in response to a suggestion from one of our fellowship, we opened the chapel for the period between parents collecting their children from the primary school and the bus bringing older children from the high school in Eye. Drinks are served, games are put out for children to play with and in the cooler weather the heating switched on.
- Quiz nights – In April and again in December teams gathered for quiz nights that were both very well attended.

Serving our community

- Jesus said that he came not to be served but to serve and we seek to follow His example in our locality. This year, for example, in May the chapel was the base for the Friends of the School annual garage sale trail.
- This year saw the building being used by an increasing number of external groups and we were pleased to make it available. In November the chapel was used as the polling station for a referendum on 'The Botesdale & Rickingham Neighbourhood Development Plan'.
- During the year the Mobile Post Office van has started to use the chapel car park for its twice weekly visits.

Trustees

- During the year, two of our long serving trustees, Victor Jack and David Cleveland, announced their decision to retire from the role now that the transfer to the CIO was complete. They were thanked for their many years of service.
- Matt Levett was invited to become a trustee and is due to complete formalities early in 2020.
- DBS checks of all trustees were commenced in 2019 in accord with guidance.
- It was agreed that trustees should be sent copies of leadership minutes once approved.

Leadership

- The leadership team continue to be grateful for the input that Simon Ladd of Partnership brings from time to time as he drops in for part of their regular meetings and is available to support Kev as he develops new skills.
- Two of the leadership team attended a conference run by 'Rural Ministries' in Bury St Edmunds where they were brought some timely challenges alongside representatives from many churches across East Anglia. Kevin went to the Rural Ministries leadership conference and found it helpful.
- During the Autumn, a lady who is part of our fellowship suggested that she would be interested in contributing to the leadership of the church and was in attendance at the leaders' meetings for the final 3 meetings of the year.

Beyond our villages

- Once again this year three young people who are linked with Parkview Chapel travelled with a team from The Forge Church to support the work of a church in Croatia, together with Kevin Gladwell. Of particular note were the fundraising events that they organised under the titles 'Proms at Parkview', at which they performed a wide variety of musical pieces with musical support from their friends; a 'Beetle Drive' and a film night.
- In September, 15 people from Parkview Chapel joined with folks from Ranelagh Road Christian Fellowship, Felixstowe and Greenfinch Church, Ipswich for a weekend of teaching at Sizewell Hall. The talks were given by Steve Fenning and focused on the life of Joshua.
- In July we ended 10 months of financial support for a young person for whom Parkview Chapel had been his church as he grew up as he has an internship with a church in Leicester.
- We agreed to continue our support for a family who left Botesdale in 2009 to teach in a Christian school in the Copperbelt in Zambia and the offerings from 4 Sundays in the course of the year are sent to them as support for their living costs. In December they returned permanently to UK and we agreed to support them until they are able to secure employment.
- Contributions are collected for the Waveney Foodbank and delivered to their premises.

Premises

- One of the small rooms upstairs at the chapel has been converted for use as a prayer room with heating, seating and aids to prayer placed in there.
- A new noticeboard was built by one of the fellowship and has been greatly admired.

Volunteers

Whilst we have two paid employees, one full time and one part time, much of the work of the charity is undergirded by generous giving of their time by many volunteers. It is very difficult to put an exact figure on this contribution, but it is estimated to amount to around 4,000 hours per annum. Such generosity of spirit is valued highly.

The Trustees have taken account of the Charity Commission's guidance on Public Benefit where appropriate when exercising their powers and duties, planning and reviewing the aims, objectives and activities of Parkview Chapel. Throughout this report, Parkview Chapel has sought to demonstrate the ways that it delivers benefit to the public —whether they are members of our congregation, another church or have no church /religious affiliation.

Health and Safety

In December we had a Fire Risk Assessment of the building done. This highlighted some issues that will need to be addressed during 2020.

Our safeguarding lead and her deputy have worked this year to continue to update DBS checks on trustees and volunteers as necessary and are looking to further review the safeguarding policy in the light of recent guidance.

Risk Assessment

During 2019 the leadership continued to develop appropriate follow up to the risk assessment undertaken in 2018. One area that we would want to highlight is that with the transfer to the CIO, a cloud accounting package is being used for financial records. So as to monitor all transactions, one of our external trustees, who is an accountant by trade, has access to the records and is sent copies of bank statements on a regular basis.

Statement of Trustees Responsibilities

Charity law requires us as trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Serious Incidents

We are thankful to report that there were no serious incidents to be reported during 2019.

Financial Review

Church receipts into the Unrestricted Fund for the period came to £26,216. Much of this is given in a way that makes use of the government Gift Aid scheme to reclaim tax on the gifts as well as the Gift Aid on Small Donations Scheme.

Expenses from the Unrestricted Fund for the period came to 30,194. Overall there was a deficit for the period of £3,978 on the Unrestricted fund.

Regular financial updates are produced for leadership group meetings.

Reserves Policy

It is our aim to maintain free reserves that equate between three and six months of normal expenditure, (£8,000 to £16,000) though there may be rare conditions under which we find that it will be necessary to go below this level. As of 31st December 2019 the level of unrestricted reserves were £19,151.

..... Date

Signed for and on behalf of the Trustees of Parkview Chapel

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
PARKVIEW CHAPEL, BOTESDALE**

I report to the trustees on my examination of the accounts of Parkview Chapel, Botesdale CIO ('the charity') for the year ended 31 December 2019 on pages 7 to 11.

Responsibilities and basis of report

As the trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simonetta Castellano
Haines Watts
Unit 8 Hopper Way
Diss Business Park
Diss
Norfolk
IP22 4GT

PARKVIEW CHAPEL, BOTESDALE

RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31st December 2019

	Notes	Restricted Funds	Unrestricted Funds	Total 2019
RECEIPTS		£	£	£
Donations and grants		3,004	24,468	27,472
Fundraising events		1,056	-	1,056
Bank interest			116	116
Dividends on investments			330	330
Rent for use of chapel			850	850
Friday Club Tuck Shop			359	359
Other income			93	93
		4,060	26,216	30,276
PAYMENTS				
Grants and donations	3	4,080	1,048	5,128
Wages/salaries	4	-	17,892	17,892
Pension contributions			1,154	1,154
Repairs and maintenance		-	621	621
Lighting and heating			1,602	1,602
Insurance			1,408	1,408
Telephone and broadband			416	416
Printing & stationery		50	69	119
Professional fees			2,188	2,188
Employee expenses		42	877	919
Cost of services		110	1,084	1,194
Youth work			647	647
Miscellaneous	6	18	932	950
Ladies' meeting expenditure			-	-
Friday Club Tuck Shop			256	256
		4,300	30,194	34,494
Surplus/ (deficit) for the year		(240)	(3,978)	(4,218)
Transfers in from Trust (1113215)		7,957	23,455	31,412
Purchase of equipment	5	-	(326)	(326)
Cash balance brought forward		0	0	0
Cash balance carried forward		7,717	19,151	26,868

PARKVIEW CHAPEL, BOTESDALE

STATEMENT OF ASSETS & LIABILITIES

For the period ended 31st December 2019

Cash funds

	2019 £
Current accounts	1,236
Deposit accounts	25,303
Praise Hour cash	177
Friday club tuck shop	152
	<u>26,868</u>

Other Monetary Assets

	2019	
	£	£
	Restricted	Unrestricted
Gift Aid due	215	2,107
	<u>215</u>	<u>2,107</u>

Investment Assets

		2019	
		£	£
	Fund	Cost	Value
COIF Ethical Investment fund	Legacy	12,000	14,062
COIF Investment fund	Designated	21,273	21,302
		<u>33,273</u>	<u>35,362</u>

Non-monetary Assets

- Property known as Parkview Chapel, its property was built in 1988 at a cost of £130,000 (approx.), and currently insured for £687,614
- Furniture, equipment, piano, organ, books, etc. are additional items with detailed costs unknown, and combined are currently insured for £30,000.

Monetary Liabilities

- Pension contributions under auto enrolment of £141.34 were due at 31st December 2019
- PAYE/NI contributions of £727.76 were due to HMRC in respect of the quarter to 31st December 2019
- Expenses of £294.76 incurred by Kevin Gladwell during December 2019 were unpaid at 31st December 2019
- The fee for Independent Examination of these accounts is £600.

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2019

1. Basis of accounts

The accounts have been prepared on a 'receipts and payments' basis with a statement of assets and liabilities

2. Funds

Restricted Funds

Missionary - this is a restricted fund and its purpose is to provide support for Christians in full time work either in the UK or abroad as well as distinct mission work within the church. The leadership agreed to the payments in advance of the year end and the surplus/deficit will be carried forward into the following year.

Study – this is a restricted fund and its purpose is to provide the funds for a course of study by distance learning undertaken by Kevin Gladwell, our Church and Community Pastor. Successful completion of this course will lead to an HE Certificate in Theological Studies as a distance learning course at London School of Theology which will greatly assist in his work in the church.

Croatia Mission Trip- this is a restricted fund for the purpose of supporting young people to go on a mission trip to Croatia each summer. Any balance is carried forward to future years.

Legacy - This is as a result of a legacy that came to Parkview Chapel in September 2017. The wishes of the testator at the time when his will was established have been interpreted. In his letter in which his wishes were outlined he suggested that he and his wife had at first considered it to be as a lump sum towards the then recently completed building, but failing that suggested an endowment producing income for the ongoing work of the church. It has been felt appropriate to split the legacy, putting some towards refurbishment and the remainder to produce an income.

Designated Fund

Building – with the transfer of assets to the CIO the Charity Commission deemed that the provisions of a Recoupment Fund became null and void. The decision was taken to apply the capital and income from this fund to support the ongoing need for building maintenance

Unrestricted Fund

This is an unrestricted fund and its purpose is to meet the day to day running costs of the fellowship including local outreach and pastoral care. From time to time the leaders may choose to transfer some of the funds to support one of the other funds as necessary.

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2019

3. Mission Fund

The following is a list of payments made from the Mission Fund in the period covered by this report:

Echoes International	1,989
Gifts made to individuals	336
Gideons	140
Rural Ministries	150
Fishermen's Mission	<u>75</u>
	<u>2,690</u>

4. Employees

The charity had two employees to whom the above employment costs refer
No amounts were paid or payable to any trustee or to any person connected to them.

5. New equipment

Materials for new Noticeboard	326
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6. Miscellaneous

	2019
	£
TV licence	155
Evangelical Alliance subscription	80
Partnership subscription	50
CCPAS payment	225
Christian Copyright Ltd subscription	201
Liberty Accounts	78
Vouchers to retiring trustees	50
Information Commissioners Office	35
Other	58
	<hr/>
	932

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS

For the year ended 31st December 2019

Movement of Funds

The restricted funds represent amounts received for specific purposes and the movements in the year are as follows:

Restricted funds	Balance at 01.01.19	Transfers in 15.03.19	Receipts	Payments	Balance at 31.12.19
		£	£	£	£
Missionary Fund	0	1,983	2,609	2,690	1,902
LST Study	0	2,073	-	-	2,073
Croatia Mission Trip	0	428	1,451	1,610	269
Legacy	0	3,473	-	-	3,473
	0	7,957	4,060	4,300	7,717