



Bell Farm Christian Centre

(a company limited by guarantee)

**Annual Report and Accounts
for the year ended
5 April 2020**

**Bell Farm Christian Centre
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for the year ended
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Bell Farm Christian Centre

Report of the trustees for the year ended 5 April 2020

The trustees present their report, together with the financial statements of the charity, for
the year ended 5 April 2020

1. Reference and Administrative Details

| | |
|---|--|
| Charity number | 1085450 |
| Company number | 04110617 |
| Registered Office and operational address | Bell Farm Christian Centre South Road West Drayton Middlesex UB7 9LW |

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

| | | |
|--|--|--|
| Trustees | Mr P N Waine Mr S M Holliday Mr M Crane Ms J E Cook Mr A Suantak (Co-opted and non-voting) Mr T Heron (Co-opted and non-voting) | |
| Secretary | Mr S M Holliday | |
| Minister | Mr G W Foster | |
| Centre Director | Mrs D H Faichney | |
| Director of Development & Project Management | Mr S Mathers (Appointed May 2020) | |
| Managers | Children and Families Advice Information and Care Service Older Persons | Mrs D H Faichney Mrs D H Faichney Mrs D Rall |
| Independent Examiners | Bruton Charles, Chartered Accountants The Coach House, Greys Green Business Centre, Henley-on-Thames, RG9 4QG | |
| Bankers | CAF Bank Kings Hill, West Malling, Kent, ME19 4TA | |

2. Structure, Governance and Management

Governing Document

Bell Farm Christian Centre (BFCC) is a charitable company limited by guarantee, incorporated on 20 November 2000 and registered as a charity on 8 March 2001. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 each.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Articles of Association the trustees are not subject to retirement by rotation and powers of appointment or removal rest with the trustees.

The trustees bring a wide range of skills to the charity, and when considering inviting additional trustees to join the board, the trustees will consider those with a similar vision who can bring specialist skills and experience needed for future development.

Trustee Induction and Training

Existing trustees are already familiar with the practical work of the charity and new trustees are encouraged to meet the existing trustees and key employees to familiarise themselves with the charity and the context in which it operates. Trustees will also be provided with an induction pack containing relevant information.

Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board of trustees is responsible for the administration, strategic direction and policy of the charity and meets four times a year. During the year the board had four members from a variety of backgrounds relevant to the work of the charity. In October 2019 two members of the church leadership were co-opted as non-voting members onto the board of trustees with the intention of becoming full trustees.

Day to day responsibility for the charity's operational activities rests within the responsibilities of the senior managers who report directly to the trustees. Their responsibilities break down as follows:

The Centre Director is responsible for the organisation's buildings and resources.

The Director of Development and Project Management is responsible for the charity's finances and provision of the services to the community.

The Minister is responsible for the provision for the church fellowship and their outreach ministries.

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The responsibilities of the trustees are defined in part by the Charity Commission and in part by company law. In addition trustees are bound by the charity's Memorandum and Articles of Association.

At BFCC the trustees' roles are akin to those of executive and non-executive directors in commercial organisations, with non-executive directors offering strategic, specific and objective advice at board meetings and executive directors managing operational aspects of the organisation.

The members of the board are all jointly and individually responsible with equal rights and duties along with BFCC Centre Director.

The Centre Director is responsible for implementing the directives of the Board and ensuring that the organisation's resources (human and financial) are brought to bear in the achievement of those objectives. At BFCC operational, strategic and financial decisions (excluding acceptance of annual returns and employee remuneration) are made collaboratively, by a management committee chaired by the Centre Director and comprising an executive director, up to two senior managers and one volunteer.

The management committee meets once a fortnight, ensuring that the organisation can evaluate and rapidly respond to changes in its operating environment. This creates transparency and openness integral to the decision making process and ensures that the direction and activities of the organisation are sympathetic to and supportive of the needs of the communities that BFCC serves.

Salaries for all staff are reviewed by the trustees on an annual basis following annual staff appraisals.

3. Related Parties

BFCC recognises the value of diversity not only in the communities it serves but also in the people and organisations with whom it chooses to work. BFCC works closely with local and national government representatives, local businesses, the Metropolitan Police, local and national charities, local educational establishments, churches, other likeminded organisations and of course its clients in the local community. Joint ventures, partnerships and collaborative working are an essential and integral part of BFCC's success and we continue to invest in building relationships.

The charity has close relationships, locally and across a wider area, with a number of other organisations and charities with similar aims. These include :

Partners

Churches

Partners in Renewal Group of Churches
St Matthew's Church
St Martin's Church

Yiewsley Baptist Church
Yiewsley Methodist Church
Goldhill Baptist Church

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Other Agencies

Advice UK
Age UK Hillingdon
ARCH
British Airways
Christian Healing Mission
C.P.A.G.
Disabled Association of Hillingdon
Drayton Court
Drayton Village Care Centre
Hillingdon Community Transport
Hillingdon Food Bank
Hillingdon Law Centre
Hillingdon MIND
Hillingdon Traveller and Gypsy Interagency
Forum

Institute of Money Advice
Livability
Local Members of Parliament
Lovell Chohan Solicitors
MEAD House

MTG Solicitors
Metropolitan Police
NHS Hillingdon:
Occupational Therapists
District Nurses
Health Visitors
A&E
Refugees in Effective and Active
Partnership

Rope
Sportsreach
Ward Councillors
Yiewsley and West Drayton Food Bank
Yiewsley Court

London Borough of Hillingdon

Housing
Colne Park Site Manager
Social Services
LBH Support Workers

4. Risk Management

The trustees have a risk management strategy which comprises of an annual review of the risks that the charity may face, the establishment of systems and procedures to mitigate the risks identified and the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

All insurable risks are subject to normal insurance policies, covering matters such as employer's liability, third party liability, business interruption, buildings and contents, etc. The organisation also has professional indemnity insurance for the services provided by the organisation. Special activities are individually assessed for risk and additional insurance taken out to cover these if required.

Contractual risks are reviewed before being entered into to assess that they would not significantly impact upon the organisation's ability to fulfil its objectives. Significant external risks to funding have led to the development of a three year plan which will allow for diversification of funding and activities. A key element in the management of financial risk is the setting of a reserves policy and the careful financial management of each of the individual projects undertaken by the organisation.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Loss of key staff is mitigated through best practice as per Investors in People and through annual review.

Policies and procedures are in place to ensure the health and safety of all staff, volunteers, service users and visitors to the centre.

5. Objectives

The objects of the charity are :

- To advance the Christian faith in accordance with the statement of beliefs
- To relieve persons who are in conditions of need or hardship or who are aged or sick
- To undertake other charitable activities for the benefit of the community

Main objectives for the year :

The main objectives for the year were :

- To continue to deliver the existing services
- To deliver the three year plan
- To fulfil the objects of the organisation

In addition to traditional church activities, the policies adopted in furtherance of these aims are to operate activities which are for the good of the residents of the London Borough of Hillingdon and beyond and in future to continue to review the needs of the area and develop projects to cater for the needs of the community as is appropriate.

The activities, which are for the benefit of all sections of the community in the London Borough of Hillingdon and beyond, are described below.

The trustees have referred to the Charity Commission's guidance on public benefit when reviewing the aims and objectives and in planning future activities.

Strategies and Activities to Achieve the Stated Objectives for the Public Benefit :

The objectives have been achieved through the following strategies and activities :

An **Advice, Information and Care Service** provides free, confidential, impartial and independent information, advice, advocacy and support to members of the local community who have issues concerning: housing (including stopping evictions), housing benefits, benefits, consumer affairs, debt, hate crime, domestic violence, advocacy, form filling and support both at Bell Farm and at St Matthews Church Centre.

The Advice, Information and Care Service provides a 'one stop shop' approach to assist local people with any matter. The service can deal with most requests, but will also signpost clients where necessary.

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The **Children and Families Section** provides safe support and activities for children, families and young people within the local community. The section currently provides: carers and toddler groups, community parent support groups, holiday clubs and special events, so as to support families in the local area. The **Older Persons Section** organises a weekly lunch and social club which provides a freshly cooked meal and social contact for older people within the community. Other activities, including day trips and long weekends away, have also been provided to reduce the isolation felt by older persons. Outreach is undertaken to isolated older persons in the community so as to enable them to access the services provided for them or to provide other appropriate support.

Church Services and meetings have been provided to advance the Christian Faith. Regular Sunday morning and evening worship, prayer meetings and evangelistic events are provided throughout the year.

Community Meetings The Centre has been significantly involved in various community meetings and events so as to support the community with regard to issues that would impact upon their quality of life. These have included Ward Councillors' surgeries and public meetings which are held at BFCC.

Networks BFCC is very involved in the development and delivery of local networks that support other local organisations on issues such as advice. BFCC is a member organisation of both the local advice network and the Traveller forum. Meetings and activities, such as training, are held at BFCC.

Training courses are held in various subjects to BFCC staff and members of the local networks to increase local expertise and knowledge.

Other Support is provided in response to identified need including the provision of food through Fare-share and a Food Bank. Due to local demand the Food Bank is open when the advice centre is open. Food collected from a food store, when advised that there is food available. A Samaritans Fund and BFCC emergency funds benefited people who were in dire need of urgent financial assistance.

Phase one of the building extension has been completed giving extra space for activities, meetings and training sessions at Bell Farm Christian Centre and an accessible toilet for people with disabilities is now available.

6. Review of the Activities

Doorway Advice, Information and Care Service

Aims and Objectives

- To provide advice information and care as required to clients
- To advocate on behalf of clients where necessary
- To empower people
- To provide support when needed
- To work in partnership with and develop relationships with other agencies
- To work in partnership with other projects situated in the centre
- To relieve suffering, stress or hardship
- To identify gaps in the provision available to clients and to work towards filling the gaps either as an organisation or in partnership with other agencies.



The Advice, Information and Care service provides a 'one stop shop' approach to assist local people with any matter. The service can deal with a wide range of issues but also signposts individuals and families to other services as necessary. Providing free, confidential, impartial and independent advice, information and advocacy on a variety of issues including: housing, housing benefit, benefits, debt, bailiffs, domestic violence, advocacy, form filling and support both at Bell Farm Christian Centre and St Matthews Church Centre.

The Advice Information and Care Service is open at Bell Farm Christian Centre two days a week for clients to drop in. Appointments may be made at other times to see an advisor and home visits can be arranged if the client is unable to attend the centre because of ill health or disability or because the issue concerns the housing conditions in which they are living. Outreach advice sessions take place twice a week at St Matthews Church in Yiewsley thus increasing the capacity of the service and making it more accessible to a wider group of the local population. Sessions are run in conjunction with the Foodbank at both sites.

In January 2020 one advisor who has worked within Doorway for many years left their post, we are extremely grateful of their service and commitment. It is our ambition to fill this vacancy in the coming year. The Advice Centre currently has 1 full time advisor and a part time advisor as well as a part time volunteer advisor/administrator and a volunteer advisor. The full-time advisor has retained their specialist debt qualification with the Institute of Money Advisors with regular on-going training.

Clients are referred from a wide range of agencies including the London Borough of Hillingdon, the manager of the Colne Park Caravan site, DASH, ARCH, social workers, Mead House, support workers, Home Start, schools, children centres and housing officers from the London Borough of Hillingdon.

The Advice Information and Care Service works closely with other agencies so as to provide a holistic response to presenting needs and to build capacity within the service.

The Ward Councillors continued to come to the Centre each month and are invaluable.

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We have continued our strong working relationship with MTG Solicitors who are able to provide legal advice including help with homelessness applications, possession, evictions, adult social care, and child social care issues. Doorway also works closely with Hillingdon Law Centre referring and being referred specific clients. Clients are also referred from the London Borough of Hillingdon, local mental health care providers and the manager of Colne Park Caravan Site. DASH also provide specialist advice to individuals about disability issues on a monthly basis with clients referred to them by Doorway advisors.

The MATRIX Quality Standard Mark for the Advice Information and Care Service was renewed in May 2018 following a three day review of activities. The Advice Information and Care Service is also members of Advice UK and CPAG.

Training undertaken by staff and volunteers included sessions on rent possession proceedings, High Court enforcement, debt & pensions, legal aid & homelessness and legal updates. The manager of Doorway continues to train volunteers at St Matthews in basic advice which will increase the capacity at St Matthews with advisors being able to deal with easily remedied issues such as help with a call about benefits.

Doorway remains busy with more clients presenting with complex and multiple needs especially in regards to mental health issues. Doorway at St Matthews is also consistently busy.

The benefits to individuals, families and the local community through the work of Doorway are both immediate and long-term and include :

- Increased household income
- Lower stress levels, anxiety and associated health issues
- The ability to address debts
- Better financial skills
- Bailiff action stopped
- Benefits reinstated or corrected
- Eviction stopped
- Council tax issues resolved removing threats of court action
- Housing found for homeless
- Families accessing education for children
- Debt rescheduling of multiple debts to reduce risk of legal action
- Reduction in stress through provision of emotional support
- Clients with a disability or literacy or low confidence issues supported to manage their affairs by assistance and help with form filling.
- Improved ability to maintain tenancy thereby reducing the risk of homelessness caused by debt
- Less stress and anxiety knowing they have food for their families

Evaluation

Client's story (St Matthew's)

A gentleman came into St Matthew's Doorway sessions. His wife had died a few years previous and he had lived at his home alone. He had been made redundant, having worked

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all his life. He became seriously ill. He eventually lost his home and his illness was getting worse and he didn't know how to get out of his situation.

Doorway referred the client to Jigsaw which is an online application made to the LBH for those that are homeless. He was helped getting onto benefits, so he had some income coming in. He was given food from Foodbank. There were delays in his housing application but through us constantly supporting they put him into a temporary home taking him off the streets. Within a short time, he was given a permanent flat but with no furniture.

Funding was found to buy the client bedding, cutlery, crockery and furniture. He was referred to DASH who assisted him getting onto PIP an extra benefit for those with a disability. He was helped to get housing allowance. He is now happy in his new home. When he came, he was not only offered help with his housing he was also given care and support when he felt his life had fallen and as he says his life is now back on track.

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A lady came into Doorway as her Working Tax Credits had stopped and she had been informed that she had earned too much money as she worked two jobs and had only informed the HMRC of one job. Although the client called HMRC and told them this was wrong they stated that this information had come from payroll details provided to HMRC under Real Time Information, so it was right.

The client also received a letter from LBH stopping her housing benefit and her council tax reduction as HMRC informed them she had two jobs. They were also going to claim money back from her running into thousands. As you can imagine the client was extremely confused and upset and as it was, she could barely pay her bills and at times we had given this lady food from the Foodbank.

Doorway made a few calls to HMRC and eventually spoke to an advisor who stated that the client was down as working in Hillingdon and another employer in Birmingham. Armed with that information we called the employer and asked to speak to HR. After explaining the reason, we were calling she informed us that they a lady working there who happened to have the same name, date of birth and national insurance number as our client. This was clearly a case of stolen identity. We asked the HR not to inform their staff member.

We then set about reporting this to action fraud, and then registered the client with CIFA Fraud Prevention Service as this would alert her if anyone tried to take out a card in her name. With the crime number we were able to call HMRC who then restarted the client's benefits and started their own investigation.

LBH had then sent our client a bill for £3,107 to pay back. We wrote in asking for a reconsideration informing them of all we had done, supplying them with the crime reference number as well as having evidence from HMRC stating in a letter they were dealing with what we had reported. LBH took this information and based on our work restarted the client's housing benefit and council tax reduction. They also removed the over payment of £3,017.

The client was delighted and stated she could smile and sleep again.

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Quotes from feedback

"I just want to say thank you for coming out of their way to giving me all the support they have and still continuing with me giving me food helping me for places to stay and also helping me get ID. There is so much they have done for me and I just want to say they are incredible"

"Just a very big thank you"

"They have been very good, couldn't have been better. Allowed me to stay in my home"

"Very friendly and non-judgemental"

"Anybody in trouble should come here"

"I cannot thank them enough for the help and advice I was given. I was desperate and did not know where to go. They made me feel positive again, all was lovely from being greeted to being seen"

Acknowledgement of Hillingdon Community Trust

After many years of successful partnership with Hillingdon Community Trust as a funder of Doorway Advice, the Trust is due to close in 2021 meaning 2020/21 will be our last year of funding from them. We wish to thank the trustee and staff at the Trust for their continued support over the years and wish them all the best for the future. The plaque that Doorway received from the Trust will continue to be displayed within the advice centre room as a tribute.

Statistics for client visits

A total of 1,484 service users to the Advice Service over the two projects. There were 1,887 overall beneficiaries for the same period although there are further beneficiaries for the other work Doorway has done as you can see in the tables below.

Ethnicities

| White British | Irish Traveller | Polish | Romanian | English Traveller |
|---------------|-----------------|---------|------------|-------------------|
| 43.78% | 23.36% | 5.72% | 3% | 0.45% |
| Black African | Pakistan | Indian | Bangladesh | Chinese |
| 2% | 5.23% | 5.49% | 1.94% | 0.57% |
| Somalian | Black Caribbean | Iranian | Other | Not given |
| 1.71% | 1.48% | 2.02% | 3.25% | 2% |

Disabilities

| Disabled | Mental Health | Additional Needs |
|----------|---------------|------------------|
| 22.56% | 13.97% | 28.40% |

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Gender

| Male | Female |
|--------|--------|
| 41.22% | 58.77% |

Children and Families

Aims and Objectives

- Provide children of all ages with a safe environment
- Provide play and learning opportunities
- To empower children
- To empower parents/carers
- To provide support when needed
- To work in partnership with other agencies
- To work in partnership with other projects situated in the Centre
- To show the love of God in word and deed

Events

Children's events were held during the year in the holiday periods. The events provided a variety of activities for children including craft and educational activities. The provision helped to reduce inactivity and boredom amongst the children, reduced anti-social activity on the streets and provided positive and stimulating educational activities. The events were held in the school holidays with 77 children attending the events.

Christmas 2019 Event

The children's Christmas event was held in December for children aged 5 to 11 years. This included crafts, party food and a Christmas nativity film.

Holiday Clubs 2019 – Biblical Friends and Heroes

A holiday club was held at Bell Farm during the summer holidays for a week where there was a variety of activities including craft and educational activities. Sports and games were provided ensuring that children enjoyed healthy exercise in a fun environment. 58 children aged between 4 and 11 years attended the holiday club. 4 junior leaders aged between 12 and 17 years and 10 adult volunteers made this exciting event possible. The children took part in craft and games around the theme with a few days of extra special activities such as Go karts and inflatable obstacle courses.

Little Gems Carers and Toddler Group

The Little Gems Carers and Toddler Group provided safe and educational play opportunities for pre-school children. Little Gems are provided through 2 hourly sessions which are held for 44 weeks of the year. The provision was an opportunity for parents and children to socialise. Attachment between the parent and child is supported and promoted. Trained staff provided parenting advice and other trained staff provided support and advice in all aspects of childcare. Parents were able to talk about their needs and were given support to access other services at the Centre including Advice, Information and Care.

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The Little Gems toddler group has been busy with 35 children aged 0 – 4 years and 29 parents or carers.

Tiny Gems Community Support Group

The Tiny Gems sessions provided an opportunity for mothers with babies aged 0 – 24 months to spend quality time with their baby and an opportunity to receive advice and support. Tiny Gems is a weekly one-and-a-half-hour session provided for 44 weeks of the year. Parents were able to talk about their needs and were given assistance to access other services at the Centre in an integrated way. There were 87 total service users of which 46 were babies and 41 were parents, a significant increase from the previous year.

Fellowship

Aims and Objectives

To be :

- A Serving Church
- A Witnessing Church
- A Worshipping Church
- A Praying Church
- A Giving Church
- A Teaching Church
- A Caring Church

The fellowship continues to position it's activities to meet the spiritual needs of the community. To support this work the Church leadership has been expanded from three to thirteen including the Minister.

Sunday Services

Sunday worship service is held every Sunday at 10.30 am. The average Church attendance has grown significantly over the year from 35 to 95. Special occasions have seen in excess of 160 congregational members attending the service.

Church activities such as; baby dedications, baptismal services with multiple first time salvations and re-dedications of lives to the Lord have taken place throughout the year including those who were non-Christians. Some new members of the church have been supported through difficult and challenging domestic situations.

There is a deepening in the commitment and growth of the fellowship in general, with more people coming forward for individual prayer and ministry on a Sunday after the service. Many have committed to prayer and fasting; trusting God for personal miracles and revival in our community and country. Spiritual counsel takes place on a regular basis by the minister and his wife by means of visitation or hosted at the church manse.

The worship team make use of DVD worship; accompanied by a team of singers. This has been well received by the fellowship. On a few occasions live band worship taken added to the worship of the fellowship and two dedicated worship events were hosted during the year

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on a Saturday evening and were well received. There was also a live band performance for our Carols service.

Prayer

Many hours have been invested in prayer, this practice of prayer continues daily. Prayer & Fasting has taken place with focused 21 day and 40 day fasts.

Ladies' Fellowship and Men's Fellowship Groups

Both Men's Ministry and Women's Ministry meetings are held on a quarterly basis. Pastoral home and hospital visits are also undertaken.

Children's Ministry

Children's ministry has experienced significant growth. The average attendance has grown from 12 to 37, with a maximum of 69 on special occasions.

At the end of 2019, the Children's church put on a Christmas Nativity play with the children starring as Bible characters, this was well supported and warmly received by the congregation and family members. After the performance, many families shared what a meaningful message they received from it and how touched they were.

Events

- A ten-day conference was held run by an organization called TROTB.
- We had a Christmas Day service and dinner.
- On New Year's Eve we had an evening of fellowship with a "bring and share" meal; this was followed by a service of Praise, Worship and Prayer. This service was extremely well attended.
- A few of the congregation and the minister attended the National Day of Prayer.
- Church socials with BBQ's and "Bring & Share" days have taken place on regular occasions. Congregational members have donated all the hamburgers, sausages, chicken and refreshments at the social events. They have sponsored the hiring of bouncy castles for the children.
- Baby showers have been hosted for new mothers.
- The fellowship facilitated one wedding and one funeral during the year.

Partnership

The minister meets with other local ministers and church leaders, maintaining the partnership and network across the local area.

Fellowship statistics

| Total Users | Male | Female | Age 0-5yrs | Age 6-11yrs | Age 12-19yrs | Adults | Disabled | External Visitors |
|-------------|------|--------|------------|-------------|--------------|--------|----------|-------------------|
| 331 | 165 | 166 | 38 | 31 | 30 | 222 | 5% | 411 |

Ethnicity

| White British | Indian | Black Caribbean | Mixed Race | Black African | Other | European |
|----------------------|---------------|------------------------|-------------------|----------------------|--------------|-----------------|
| 20% | 18% | 3% | 5% | 21% | 31% | 2% |

Older Persons

Aims and Objectives

- To provide a lunch and social club on one day per week
- To provide outreach to the isolated older people in the community
- To provide other activities to the older people in the community
- To provide or obtain services for the older people in response to need
- To share the Gospel with and provide pastoral care to the older people
- Where appropriate, to provide support to the families and carers of older persons

New clients are attracted to our services by word of mouth or referrals from other organisations such as Social Services, the Woodlands Centre, local sheltered accommodation schemes, H4All, Age UK and leaflets left in GP surgeries.

In the past year the Older Persons Lunch and Social club has continued to be a great success providing a healthy two course meal, the opportunity to socialise and to be involved in an activity on a weekly basis. There are currently 137 regular members who have attended the luncheon club with four mini buses in operation each Tuesday to pick members up and take them back home. There are an additional 59 individuals who have come on trips and holidays.

The club provided a varied programme with live entertainers on 20 occasions. Celebrating holidays and national events as well as regular crafts, such as card making, decorating fans, decorating hearts, making calendars as well as Easter and Christmas themed Crafts. Activities such as potting plants and gentle exercise.

Over the last year the older persons have been able to participate in trips, holidays and activities on top of the luncheon club. Providing a sense of belonging and support. This enabled them make new friends, feel less socially isolated, reduce fear and build their self-esteem. Highlights of the year include:

Poppy Factory Day trip

15 of the older persons were taken for a tour of the British Legion factory where the poppies are made for the annual appeal. The group found this extremely interesting and engaging.

Isle of Wight Holidays

We facilitated two 5 day breaks to the Isle of Wight, providing day trips and entertainment. We have a good relationship with a local entertainer on the island who ensures he is always available to sing the older people's favourite songs. 29 older people were on the July holiday

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and 25 on the August holiday. The older people commented that they had had an amazing time and did not want to leave.

Day Trips to the seaside

Great Yarmouth, Bognor and Brighton day trips were all well received. With 33, 21 and 25 attending respectively.

Windsor Cream Tea

In June a daytrip to Windsor had 21 attendees enjoying cream tea while going down the river on a narrow boat.

Outreach Work

Over the past year the Older Persons' Manager has been visiting isolated older persons in the community. These individuals would have been referred by other organizations for example community matron, doctors surgery, social services, Hillingdon Hospital Woodland Centre or word by mouth via the Older Person themselves. The Manager often carries out home visits to the Lunch Club members who at times need support or even just feeling lonely and want someone to talk to – as this often happens. The Manager also supported older persons who have been at risk in the community and, alongside other agencies, has successfully moved clients into safer sheltered housing where there has been consequential improvement on the quality of their lives. The Manager carried out 56 outreach visits, has attended 4 funerals and is available by telephone for those members who have emergencies and need support, especially where they have no family, or their family lives a considerable distance away.

Volunteers

The Older Persons' Lunch and Social Club relies heavily on the hard work of the dedicated team of volunteers. There are currently 15 volunteers who help out each week and do a fantastic job.

Community

Community Meetings

The Centre has been used for community meetings including the Hillingdon Traveller forum being held at Bell Farm Centre which is an inter-disciplinary forum with attendees coming from both the voluntary and statutory sectors.

Support at Christmas

Practical help was once again provided for families in need at Christmas by the provision of food hampers and toys for the children in the family. Food and toys were donated by local companies, individuals and charities. 222 beneficiaries were supported in this way.

Food Bank for Yiewsley and West Drayton

Working with the other churches of Yiewsley and West Drayton a local food bank for Yiewsley, West Drayton and the Heathrow Villages has continued having been launched in May 2017 and is distributing food parcels to those that find themselves in hard situations.

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The Foodbank works in conjunction with the Doorway Advice Service run by Bell Farm Christian Centre at both Bell Farm and St Matthews Church in Yiewsley where clients can access food and advice at the same time to work towards helping people out of their need of having to rely on the Foodbank.

During the year 962 vouchers were distributed supporting 2,264 beneficiaries individuals benefitted in this way.

Response to COVID-19 Lockdown

In the last two weeks of March a national lockdown was implemented by the Government to prevent the spread of the Coronavirus. As part of the pandemic over 70s and those with underlying health conditions were advised to shield. During this time our Older Persons project delivered over 100 parcels with food, essential items and activities such as colouring books and puzzles to members of the club. In addition made 250 befriending calls each week providing each member of the club a call at least twice a week. Our Children's and Families work provided toys to families and Doorway continued to provide telephone advice. The church minister provided support and food to those within the fellowship who were most affected.

7. Volunteers

Volunteers provide an invaluable resource for the organisation. Volunteers assist in various activities within the organisation; these include:

- Administration
- Assisting at holiday clubs and children's events
- Assisting with the carers and toddler groups
- Cooking and assisting with the Older Persons' Lunch and Social Club
- Christmas events
- Gardening and maintenance
- IT support
- Kitchen cleaning
- Management committee
- Pastoral care
- Reception duties for the Advice, Information and Care Service
- Sunday school
- Trustees
- Worship leading
- Provide advice

BFCC makes extensive use of volunteers. Last year 33 regular volunteers provided an estimated 8,250 volunteer hours of support which has an in-kind value of some £91,492.50. (Based on an hourly rate of £11.09 suggested by the Community Development Foundation) and this does not take into account the volunteering done by the dedicated team of staff. The figure also does not include volunteers that support one off events such as the holiday

clubs, Christmas lunches etc. If these are included then the number of volunteers is 90 with an estimated annual contribution of 6,650 volunteer hours.

8. Review of Activities and Performance against Set Objectives

All projects have met their set targets and objectives; the statistics for service users is as follows :

Annual Statistical Information

| Service or Activity | Number of clients | % of disabled users | % of Clients from ethnic minority groups |
|--|--------------------------|----------------------------|---|
| Advice information and Care Service | 1,484 | 22.56% | 56.22% |
| Children Activities | 286 | | |
| Christmas Support | 222 | | |
| Older Persons' Lunch Club & outings | 137 | 44% | 18% |
| Church Fellowship | 331 | 5% | 78% |
| Total | 2,460 | | |

One off community events are not included in these statistics. The projects have proved to be of significant benefit to the local community and this is primarily shown by the numbers of individuals attending the various activities. Continued funding is being sought for existing projects.

9. The Factors Affecting the Achievement of the Objectives

The factors affecting the achievement of the objectives of the organisation are as follows :

1. The position of the organisation within the wider community. BFCC has a very good relationship with the local community, including good working relationships with the local Members of Parliament, Ward Councillors and other agencies working in the area. This provides a good platform for partnership working.
2. BFCC has a very good relationship with members of the local community and many members of the local community are very happy to be able to attend the activities and services that are provided at the Centre. This is particularly good for the sections of the community that are particularly marginalised and vulnerable. The Organisation is

**Bell Farm Christian Centre
Report of the trustees
For year ended 5 April 2020**

pleased that some of these groups such as the Travellers and migrants feel able to attend the activities.

3. BFCC has a good relationship with funders. Agencies and funders have often approached BFCC to see if they would deliver services on their behalf if funding was provided, or to work in partnership with them to deliver services.
4. BFCC has a good, hardworking and loyal work force and all its members of staff are highly motivated and committed to the work that they do.
5. BFCC has a hard working and loyal group of volunteers who help deliver the services to the local community.

At the end of the financial year with the global pandemic, the organisation experienced an increase in the demand for services as well as a slight reduce in income. The trustees have increased the number of meetings, increased fundraising and developed strict budget controls to this does not have a significant financial impact on BFCC long-term success.

10. Future Plans

The current business development plan runs from 2018 to 2023 with a scheduled for mid-term review scheduled for completion in early 2021. This is timely in light of the coronavirus pandemic and may lead to significant changes to our growth plans to reflect the emerging of new needs of the beneficiaries and changes the organisation will need to make post pandemic.

However, the core business development objectives to develop a financially sustainable and high-quality provision across the charity in line with our purpose will still underpin the strategy and methods used to achieve it.

The first three years of our business development plan stated:

Year One 2018/2019

Maintain and develop existing services

Increase the amount of core funding available

Undertake a restructuring of the organisation

Year Two 2019/20

Develop work with older persons including:

Increase the range of services available to older persons

Providing an additional day per week of activities for older persons

Additional capacity for outreach work

Develop activities and services for children and families including:

After school activities for children

Bell Farm Christian Centre
Report of the trustees
For year ended 5 April 2020

- Appoint an assistant manager
- Increase hours and capacity of toy library

Develop Advice Information and Care service including:

- Additional services
- Additional member of staff
- Additional opening hours

Develop training and employment department including:

- Appointment of a manager for training
- Provide various courses including IT, Money Management, ESOL, First Aid, Food Hygiene etc.
- Provide support to enable service users to access employment

Develop the core services of the organisation and employ additional staff including:

- Centre Manager
- Receptionist/Administrator (full time)

Develop the fellowship including:

- Seek an outpouring of the Holy Spirit
- Draw more people to church through the various weekly activities
- Develop church at other times
- Continue to develop strong links with other churches
- Develop the worship and worship group including worship practices and courses
- Have ministry teams visit the church
- Develop a coordinated prayer chain

Year Three 2020/2021

Develop new projects to include:

- Build the extension (phase two) to the centre which is to include additional offices
- Counselling and ministry service
- Provide a mobile toy library for outlying communities and the Traveller sites

Further develop the fellowship including:

- Outreach to the community
- Prayer walking
- Establish fellowship groups

Although due to capacity within the organisation we have struggled to achieve all of the objectives of the first two years as contained within this annual report there has been significant success in our development.

To support the trustees and staff in the strategic development of the charity, in May 2020 a new Director of Development and Project Management was appointed who has with senior management experience in other national and local charities.

11. Financial Review

Bell Farm Christian Centre's operation is dependent upon the receipt of grants and donations from various organisations and individuals, services provided by unpaid volunteers and the generosity of many individuals and businesses who provide various services and goods free of charge.

The vast majority of income received during the year was restricted income, which was provided to enable a specific activity or project to take place or for a particular service to be provided. Funding was received from a number of new sources to strengthen and increase existing projects and for capital improvements.

Income for the year was £205,296 (2019 - £206,609) and expenditure was £213,034 (2019 - £233,657). The net result was an overall deficit for the year of £7,738 (2019 – £27,048). This included a deficit of £333 (2019 – £14,767) on restricted funds which will be funded from surpluses brought forward from previous years.

The trustees are aware of the continual need to attempt to obtain additional “core funding” in order to strengthen the central administration and support services of Bell Farm Christian Centre. This would then release project staff to spend additional time on activities directly relating to their project and would strengthen the overall operation of Bell Farm Christian Centre.

Principal Funding Sources

The main grants and donations for the work of Bell Farm Christian Centre have come from the following organisations:

London Borough of Hillingdon
Department of Foreign Affairs and Trade; Emigrant Support Programme
Hillingdon Community Trust

Investment powers and policy

Under the Memorandum and Articles of Association, Bell Farm Christian Centre has the power to invest in any way the trustees wish.

The trustees, having regard to the fact that most funding is from grants which are paid on a quarterly basis or six-monthly basis, have operated a policy of keeping available funds in interest bearing deposit accounts.

Reserves policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 1 and 2 months of the resources expended, which equates to £18,000 to £36,000 in general funds. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would then obviously be necessary to consider how the funding would be replaced or activities changed. At present the reserves amount to £22,146 and the trustees are aware of the need to maintain core funding.

Bell Farm Christian Centre
Report of the trustees
For year ended 5 April 2020

Trustees' responsibilities in relation to the financial statements

The trustees (who are also directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources of the charitable company for that period. Under company law the trustees 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 profit or loss of the company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable charity will continue in operation

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

Independent Examiners

Bruton Charles, Chartered Accountants were appointed as Independent Examiners in 2016 and have expressed their willingness to continue in that capacity. A resolution proposing their reappointment will be put to the Annual General Meeting.

In preparing this report, advantage has been taken of the small companies exemption in the Companies Act 2006.

Approved by the trustees on 17 November 2020 and signed on their behalf by



P N Waine

Bell Farm Christian Centre
Independent Examiner's report
For the year ended 5 April 2020

I report to the charity trustees on my examination of the accounts of the company for the year ended 5 April 2020, which are set out on pages 26 to 39.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

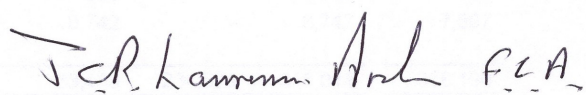
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 matters have come to my attention in connection with the examination giving me cause to believe :

- i. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- ii. the accounts do not accord with those accounting records; or
- iii. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the account give a 'true and fair' view which is not a matter considered as part of the independent examination; or
- iv. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)].

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.



Name: Jonathan Lawrence-Archer
Bruton Charles, Chartered Accountants

Address: The Coach House, Greys Green Business Centre, Henley-on-Thames,
Oxfordshire, RG9 4QG

Date: 18 December 2020

Bell Farm Christian Centre
Statement of Financial Activities
For the year ended 5 April 2020

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Total 2020 £ | Total 2019 £ |
|------------------------------------|--------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Income | | | | | |
| Donations | 2 | 18,902 | 8,214 | 27,116 | 21,633 |
| Income from charitable activities | | | | | |
| Grants receivable | 3 | 51,430 | 85,802 | 137,232 | 137,542 |
| Other income | 4 | 250 | 30,982 | 31,232 | 38,417 |
| Investment income | 5 | 216 | - | 216 | 167 |
| Rental income | 6 | 9,500 | - | 9,500 | 8,850 |
| Total income | | <u>80,298</u> | <u>124,998</u> | <u>205,296</u> | <u>206,609</u> |
| Expenditure | | | | | |
| Costs of raising funds | 7 | 1,124 | 2,704 | 3,828 | 3,994 |
| Charitable activities | 8 | 86,579 | 122,627 | 209,206 | 229,663 |
| Total expenditure | | <u>87,703</u> | <u>125,331</u> | <u>213,034</u> | <u>233,657</u> |
| Net income | 10 | (7,405) | (333) | (7,738) | (27,048) |
| Transfers between reserves | 15 | 5,055 | (5,055) | - | - |
| Net movement in funds | | <u>(2,350)</u> | <u>(5,388)</u> | <u>(7,738)</u> | <u>(27,048)</u> |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 70,655 | 254,190 | 324,845 | 351,893 |
| Total funds carried forward | | <u>68,305</u> | <u>248,802</u> | <u>317,107</u> | <u>324,845</u> |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

This statement of financial activities includes an income and expenditure account in accordance with Companies Act 2006 requirements.

Bell Farm Christian Centre
Balance Sheet
As at 5 April 2020

| | Notes | 2020 | | 2019 | |
|---|---------|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 12 | | 171,313 | | 188,119 |
| Current assets | | | | | |
| Debtors | 13 | 8,381 | | 9,386 | |
| Cash at bank and in hand | | <u>152,789</u> | | <u>174,197</u> | |
| | | 161,170 | | 183,583 | |
| Creditors: amounts falling due within one year | 14 | <u>15,376</u> | | <u>46,857</u> | |
| Net current assets | | | 145,794 | | 136,726 |
| Net assets | | | <u>317,107</u> | | <u>324,845</u> |
| Capital and Reserves | 15 & 16 | | | | |
| Restricted funds | | | 248,802 | | 254,191 |
| Unrestricted funds | | | | | |
| Designated funds | | | 45,676 | | 31,705 |
| General funds | | | 22,629 | | 38,949 |
| | | | <u>317,107</u> | | <u>324,845</u> |

The trustees have taken advantage of the Companies Act 2006 in not having these accounts audited under section 477(1). No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s386 and s387 of the Companies Act 2006 and section 138 of the Charities Act 2011.

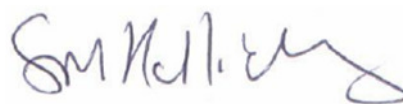
These accounts have been prepared in accordance with the provisions in part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to the members of the company.

The notes on pages 28 to 39 form part of these financial statements.

Approved by the Board of Trustees on 17 November 2020 and signed on its behalf by



P N Waite
Trustee



S M Holliday
Trustee

Company registration number 04110617

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

1 Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The Charity constitutes a public benefit entity as defined by FRS 102.

1.2 Changes to previous accounts

No changes have been made to the financial statements for previous years unless otherwise stated within the notes as a prior year adjustment.

1.3 Preparation of the accounts on a going concern basis

The directors consider that the company is a going concern.

1.4 Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met:

- the charity has entitlement to the funds;
- any performance conditions attached to the items of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Income from charitable activities includes grant income received subject to performance conditions and is recognised as earned (as the related services are provided).

1.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

1.6 Fund accounting

Funds held by the charitable company are:

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Designated funds – these are funds set aside by the trustees out of unrestricted general funds for specific purposes.

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

- Restricted funds – these are funds which can only be used for particular purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The trustees make transfers between funds as agreed by the funder.

1.7 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.8 Allocation of costs

Certain expenditure is directly attributable to specific activities in accordance with the budget submitted to the funder and this expenditure has been allocated directly to those activities. Support costs have been apportioned as agreed and allocated to specific activities on the basis of time spent or resources used.

1.9 Operating leases

Rentals paid under operating leases are charged to income as incurred.

1.10 Pensions

The charitable company contributes to the personal defined-contribution pension schemes of employees. The annual contributions paid are charged against income.

1.11 Tax status

The charitable company is a registered charity within the definitions of section 506(1) Income and Corporation Taxes Act 1988 and therefore it is not assessable to corporation tax on any surplus charitable funds

1.12 Governance costs

Include all costs relating to the public accountability of the charitable company and its compliance with regulation and good practice. They include costs relating to the examination of statutory accounts.

1.13 Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation and are capitalised if they can be used for more than one year and cost at least £1,000.

Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows, unless assets are purchased from grants for a particular short term project, in which case they are written off over the length of the project.

| | |
|--------------------------------------|---------------------------|
| Building extension | over term of lease |
| Computer equipment | 33% straight line on cost |
| Fixtures, fittings & other equipment | 20% straight line on cost |

1.14 Creditors and provisions

Creditors and provisions are recognised at their settlement amount where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

1.15 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees report.

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

1.16 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2 Income from donations

| | Un- restricted | Restricted | Total | Un- restricted | Restricted | Total |
|-----------------------|---------------------------|-------------------|---------------|---------------------------|-------------------|---------------|
| | 2020 | 2020 | 2020 | 2019 | 2019 | 2019 |
| | £ | £ | £ | £ | £ | £ |
| General Fund | 18,872 | - | 18,872 | 20,593 | - | 20,593 |
| Advice Service | - | 188 | 188 | - | 50 | 50 |
| Toy Library | - | - | - | - | - | - |
| Older Persons | - | 8,006 | 8,006 | - | 990 | 990 |
| Children and Families | 30 | 20 | 50 | - | - | - |
| Other Funds | - | - | - | - | - | - |
| | 18,902 | 8,214 | 27,116 | 20,593 | 1,040 | 21,633 |

3 Grants receivable

| | Un- restricted | Restricted | Total | Un- restricted | Restricted | Total |
|-----------------------|---------------------------|-------------------|----------------|---------------------------|-------------------|----------------|
| | 2020 | 2020 | 2020 | 2019 | 2019 | 2019 |
| | £ | £ | £ | £ | £ | £ |
| Advice Service | 13,750 | 61,615 | 75,365 | 13,750 | 57,083 | 70,833 |
| ProParenting | - | - | - | - | - | - |
| Children and Families | | | | | | |
| Manager | 13,750 | - | 13,750 | 13,750 | - | 13,750 |
| Holiday Club | - | 2,592 | 2,592 | - | 2,575 | 2,575 |
| Other | - | - | - | - | - | - |
| Traveller Education | - | - | - | - | - | - |
| Older Persons | | | | | | |
| Dining Club | - | 18,000 | 18,000 | - | 16,892 | 16,892 |
| Transport | 1,430 | 1,175 | 2,605 | 621 | 6,620 | 7,241 |
| Other | - | 2,420 | 2,420 | - | 3,751 | 3,751 |
| Other Funds | | | | | | |
| Capital | - | - | - | - | - | - |
| Operations Manager | 22,500 | - | 22,500 | 22,500 | - | 22,500 |
| Samaritan Fund | - | - | - | - | - | - |
| | 51,430 | 85,802 | 137,232 | 50,621 | 86,921 | 137,542 |

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

4 Other income from charitable activities

| | Un- restricted 2020 £ | Restricted 2020 £ | Total 2020 £ | Un- restricted 2019 £ | Restricted 2019 £ | Total 2019 £ |
|-----------------------|--------------------------------|-------------------------|--------------------|--------------------------------|-------------------------|--------------------|
| General Fund | 48 | - | 48 | 188 | - | 188 |
| Samaritan Fund | - | - | - | - | - | - |
| ProParenting | - | - | - | - | - | - |
| Children and Families | 202 | 306 | 508 | 193 | 379 | 572 |
| Older Persons | - | 30,676 | 30,676 | - | 37,657 | 37,657 |
| | <u>250</u> | <u>30,982</u> | <u>31,232</u> | <u>381</u> | <u>38,036</u> | <u>38,417</u> |

5 Investment income

All of the charity's investment income arises from interest bearing deposit accounts and is unrestricted income.

6 Rental income

Income from use of premises, all of which is unrestricted income.

7 Costs of raising funds

| | Un- restricted 2020 £ | Restricted 2020 £ | Total 2020 £ | Un- restricted 2019 £ | Restricted 2019 £ | Total 2019 £ |
|-------------|--------------------------------|-------------------------|--------------------|--------------------------------|-------------------------|--------------------|
| Staff costs | 1,124 | 2,704 | 3,828 | 2,233 | 1,761 | 3,994 |
| | <u>1,124</u> | <u>2,704</u> | <u>3,828</u> | <u>2,233</u> | <u>1,761</u> | <u>3,994</u> |

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

8 Expenditure on charitable activities

| 2020 | General Fund | Advice Service | ProParenting | Children & Families | Older Persons | Other Funds | Total |
|------------------|---------------------|-----------------------|---------------------|--------------------------------|----------------------|--------------------|----------------|
| | £ | £ | £ | £ | £ | £ | £ |
| Staff costs | | | | | | | |
| Direct | 38,229 | 33,041 | - | 6,651 | 16,982 | 9,536 | 104,439 |
| Support | (19,587) | 10,403 | - | 2,836 | 4,630 | 1,718 | - |
| Premises costs | | | | | | | |
| Direct | 23,516 | - | - | - | 437 | - | 23,953 |
| Support | (11,705) | 6,216 | - | 1,695 | 2,767 | 1,027 | - |
| Office costs | | | | | | | |
| Direct | 6,184 | 1,558 | - | 134 | 360 | - | 8,236 |
| Support | (4,172) | 2,216 | - | 604 | 986 | 366 | - |
| Project costs | 3,759 | 1,101 | - | 2,836 | 38,906 | 562 | 47,164 |
| Governance costs | 2,200 | - | - | - | - | - | 2,200 |
| Donations | 5,400 | - | - | - | - | - | 5,400 |
| Depreciation | - | - | - | - | - | 17,814 | 17,814 |
| | <u>43,824</u> | <u>54,535</u> | <u>-</u> | <u>14,756</u> | <u>65,068</u> | <u>31,023</u> | <u>209,206</u> |

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

Expenditure on charitable activities (continued)

| 2019 | General Fund | Advice Service | ProParenting | Children & Families | Older Persons | Other Funds | Total |
|------------------|---------------------|-----------------------|---------------------|--------------------------------|----------------------|--------------------|----------------|
| | £ | £ | £ | £ | £ | £ | £ |
| Staff costs | | | | | | | |
| Direct | 30,647 | 44,296 | - | 9,288 | 17,070 | 18,652 | 119,953 |
| Support | (18,535) | 10,151 | 749 | 1,838 | 4,603 | 1,194 | - |
| Premises costs | | | | | | | |
| Direct | 20,754 | - | - | - | 286 | - | 21,040 |
| Support | (11,701) | 6,408 | 473 | 1,160 | 2,906 | 754 | - |
| Office costs | | | | | | | |
| Direct | 5,040 | 1,947 | - | 222 | 559 | - | 7,768 |
| Support | (4,082) | 2,235 | 165 | 405 | 1,014 | 263 | - |
| Project costs | 3,543 | 774 | - | 1,933 | 48,010 | 88 | 54,348 |
| Governance costs | 2,200 | - | - | - | - | - | 2,200 |
| Donations | 5,500 | - | - | - | - | - | 5,500 |
| Depreciation | - | - | - | - | - | 18,854 | 18,854 |
| | <u>33,366</u> | <u>65,811</u> | <u>1,387</u> | <u>14,846</u> | <u>74,448</u> | <u>39,805</u> | <u>229,663</u> |

Expenditure on charitable activities includes £122,627 (2019 – £139,003) of expenditure from restricted funds.

9 Governance Costs

| | 2020 | 2019 |
|-----------------------------|--------------|--------------|
| | £ | £ |
| Independent Examiner's fees | <u>2,200</u> | <u>2,200</u> |

10 Net income for year

This is stated after charging:

| | 2020 | 2019 |
|-----------------------------------|--------------|--------------|
| | £ | £ |
| Depreciation | 17,814 | 18,854 |
| Independent Examination provision | <u>2,200</u> | <u>2,200</u> |

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

11 Staff Costs

| | 2020 | 2019 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 102,225 | 116,861 |
| Fees | 632 | 718 |
| Social security costs | 3,837 | 5,014 |
| Pension contributions | 1,573 | 1,353 |
| Life assurance | - | - |
| | <u>108,267</u> | <u>123,946</u> |

The average number of employees during the year was as follows :

| | Total employees | | Full time equivalent | |
|-----------------------|------------------------|-------------|-----------------------------|-------------|
| | 2020 | 2019 | 2020 | 2019 |
| General Fund | 3 | 4 | 2 | 2 |
| Advice Service | 3 | 2 | 2 | 2 |
| Children and Families | 1 | 1 | 1 | 1 |
| Older Persons | 1 | 1 | 1 | 1 |
| Operations Manager | - | 1 | - | 1 |
| | <u>8</u> | <u>9</u> | <u>6</u> | <u>7</u> |

No employee of the charity received emoluments of more than £60,000.

The charity contributes to a pension scheme for its employees as required under the automatic enrolment regulations. Pension contributions are accounted for and paid as they fall due and there were no outstanding contributions at the balance sheet date (2019 – nil).

During the year, no trustees were paid or received any other benefits from employment with the charity in the year (2019 – £3,375) and no expenses were paid to trustees during the year (2019 – nil).

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

12 Tangible fixed assets

| | Building extension | Computer equipment | Fixtures fittings & equipment | Total |
|-----------------------|-------------------------------|-------------------------------|--|----------------|
| | £ | £ | £ | £ |
| Cost | | | | |
| At 6 April 2019 | 230,838 | 28,199 | 147,306 | 406,343 |
| Additions | - | 1,008 | - | 1,008 |
| Disposals | - | - | - | - |
| At 5 April 2020 | <u>230,838</u> | <u>29,207</u> | <u>147,306</u> | <u>407,351</u> |
| Depreciation | | | | |
| At 6 April 2019 | 47,123 | 28,199 | 142,902 | 218,224 |
| Charge for the year | 15,310 | 336 | 2,168 | 17,814 |
| Disposals | - | - | - | - |
| At 5 April 2020 | <u>62,433</u> | <u>28,535</u> | <u>145,070</u> | <u>236,038</u> |
| Net book value | | | | |
| At 5 April 2020 | <u>168,405</u> | <u>672</u> | <u>2,236</u> | <u>171,313</u> |
| At 5 April 2019 | <u>183,715</u> | <u>-</u> | <u>4,404</u> | <u>188,119</u> |

All assets are held for direct charitable purposes.

13 Debtors

| | 2020 | 2019 |
|---------------|--------------|--------------|
| | £ | £ |
| Other debtors | 3,921 | 3,460 |
| Prepayments | <u>4,460</u> | <u>5,926</u> |
| | <u>8,381</u> | <u>9,386</u> |

14 Creditors: amounts falling due within one year

| | 2020 | 2019 |
|-----------------|---------------|---------------|
| | £ | £ |
| Accruals | 4,166 | 5,626 |
| Deferred income | <u>11,210</u> | <u>41,231</u> |
| | <u>15,376</u> | <u>46,857</u> |

Deferred income is the portion of specific grant income which relates to the year ended 5 April 2021.

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

15 Analysis of charitable funds

| | Balance at 6 April 2019 £ | Income £ | Expenditure £ | Transfers £ | Balance at 5 April 2020 £ |
|---|---------------------------------------|-------------|------------------|----------------|---------------------------------------|
| Restricted Funds | | | | | |
| Advice Service | | | | | |
| Hillingdon Community Trust | 3,482 | 54,615 | (38,814) | (14,177) | 5,106 |
| Department of Foreign Affairs and Trade; Emigrant Support Programme | 383 | 7,000 | (5,025) | (1,675) | 683 |
| City Bridge Trust | 29,449 | - | - | - | 29,449 |
| Goldsmiths Company | 3,000 | - | - | - | 3,000 |
| Other | 3,193 | 188 | (4,295) | 18,228 | 17,314 |
| ProParenting | | | | | |
| London Borough of Hillingdon | 14,106 | - | - | (235) | 13,871 |
| Children's Centres | 4,876 | - | - | - | 4,876 |
| Other Income | 1,254 | - | - | - | 1,254 |
| Children and Families | | | | | |
| Children and Families Manager - London Borough of Hillingdon | - | - | - | - | - |
| Toy Library | | | | | |
| Richmond Toys | 594 | - | - | - | 594 |
| Other | 267 | - | - | - | 267 |
| Holiday Club | | | | | |
| Hillingdon Community Trust | 461 | 2,592 | (2,881) | (172) | - |
| Mayor of London's Fund | 40 | - | (65) | 25 | - |
| Other | 200 | - | - | (200) | - |
| Toddler Group | (32) | 325 | (433) | 140 | - |
| Older Persons | | | | | |
| London Borough of Hillingdon | - | 18,000 | (10,437) | (7,563) | - |
| Dining Club | (4,951) | 31,524 | (41,911) | (48) | (15,386) |
| London Borough of Hillingdon Leaders Initiative | 5,192 | 2,420 | (1,648) | (772) | 5,192 |
| Hillingdon Community Trust | 85 | 1,175 | (1,260) | - | - |
| Uxbridge Older People's Welfare Association | - | - | (386) | 386 | - |
| Other Income | - | 7,158 | - | - | 7,158 |

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

| | Balance at 6 April 2019 £ | Income £ | Expenditure £ | Transfers £ | Balance at 5 April 2020 £ |
|-----------------------------------|---------------------------------------|----------------|------------------|-----------------|---------------------------------------|
| Other Grants | | | | | |
| Maintenance Reserve | 1,123 | - | - | - | 1,123 |
| Development Worker | 549 | - | - | - | 549 |
| Pampering Course | 552 | - | - | - | 552 |
| London Catalyst Samaritan Fund | 295 | - | (363) | - | (68) |
| Partners in Renewal | 29 | - | - | - | 29 |
| Building Fund | 2,412 | - | - | - | 2,412 |
| Capital Fund | | | | | |
| Restricted | 187,632 | - | (17,813) | 1,008 | 170,827 |
| Total Restricted Funds | 254,191 | 124,997 | (125,331) | (5,055) | 248,802 |
| Unrestricted Funds | | | | | |
| Designated Funds | | | | | |
| Giving Fund | 13,565 | - | (5,619) | 7,200 | 15,146 |
| London Borough of Hillingdon | | | | | |
| Advice Service | - | 13,750 | - | (13,001) | 749 |
| Children and Families | 14,783 | 13,750 | (4,437) | (7,560) | 16,536 |
| Operations Manager | 2,545 | 22,500 | (1,811) | (11,035) | 12,199 |
| Other income | 812 | 1,664 | (1,044) | (386) | 1,046 |
| | 31,705 | 51,664 | (12,911) | (24,782) | 45,676 |
| General Unrestricted Funds | | | | | |
| General Fund | 38,466 | 28,635 | (74,792) | 29,837 | 22,146 |
| Capital Fund - Unrestricted | 483 | - | - | - | 483 |
| | 38,949 | 28,635 | (74,792) | 29,837 | 22,629 |
| Total Funds | 324,845 | 205,296 | (213,034) | - | 317,107 |

Purpose of Restricted Funds

Advice Service

For running costs of Advice Service. Transfers are made from this fund to the General fund for use of premises, management and administration costs and to the capital fund for purchase of equipment.

Parent Support

For Pro Parenting courses and training. Transfers are made from this fund to the General fund for use of premises, management and administration costs and to the capital fund for purchase of equipment.

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

Children and Families Projects

| | |
|--|---|
| London Borough of Hillingdon (Manager) | For employment of Children and Families manager |
| Toy Library | For running costs of Toy Library |
| Holiday Club | For Summer Holiday Clubs |
| Holiday Events | For other Holiday Events |
| Toddler Group | For Carer and Toddler group |

Older Persons

| | |
|------------------------------|--|
| London Borough of Hillingdon | For older persons work, including employment of manager. |
| Dining Club | For running costs of dining club |
| London Borough of Hillingdon | For capital items and special events |
| Leaders Initiative | |
| Hillingdon Community Trust | For outings for disabled clients |

Transfers are made from the Older Persons funds to the General fund for use of premises, management and administration costs and to the capital fund for purchase of equipment. Transfers are also made from the Dining Club fund to the London Borough of Hillingdon fund to cover shortfalls on funding.

Other Funds

| | |
|--------------------------------|--|
| Maintenance Reserve | For maintenance of building |
| Development Worker | Balance from employment of development worker |
| Pampering Course | Balance from pampering courses |
| London Catalyst Samaritan Fund | For helping those in need |
| Partners in Renewal | For churches in West Drayton and Yiewsley |
| Building Fund | For building extension. Costs are transferred from this fund to the Capital fund |

Purpose of Designated Funds

| | |
|--------------------|--|
| Giving Fund | A proportion of general unrestricted income is set aside to give to other organisations. Transfers into this fund are from the General fund. |
|--------------------|--|

London Borough of Hillingdon (previously included in restricted funds)

| | |
|-----------------------|---|
| Advice Service | For running costs of Advice Service |
| Children and Families | For running costs of Children and Families projects |
| Operations Manager | For employment of Operations Manager |

Transfers are made from each of these funds to the General fund for use of premises, management and administration costs and to the capital fund for purchase of equipment.

Transfers

Many of the grants received by BFCC include amounts for use of premises, management and administration costs. These agreed amounts are transferred to the general unrestricted fund to cover expenditure made from this fund. When equipment is purchased the costs are transferred from specific restricted and designated funds to the Capital fund.

Bell Farm Christian Centre
Notes forming part of the Financial Statements
For the year ended 5 April 2020

16 Analysis of net assets between funds

| | Restricted | Unrestricted | Total |
|---|-------------------|---------------------|----------------|
| | £ | £ | £ |
| Fund balances at 5 April 2020 are represented by: | | | |
| Tangible fixed assets | 170,826 | 487 | 171,313 |
| Current assets | 89,488 | 71,682 | 161,170 |
| Creditors: amounts falling due within one year | (11,512) | (3,864) | (15,376) |
| | <u>248,802</u> | <u>68,305</u> | <u>317,107</u> |

17 Operating lease commitments

Bell Farm Christian Centre has use of the church building and manse on a 21 year lease from March 2010. Rentals payable on this lease, through a Memorandum of Understanding with the Landlord, are reduced to a starting value of £2,000 per year, rising annually by inflation.

18 Related party transactions

There were no related party transactions during the year.

19 Control

There is no controlling party.