



Chapel House



ANNUAL REPORT AND ACCOUNTS 2015

www.chapelhouseministries.org.uk

Chapel House Ministries is a Registered Charity No. 1156159

1. Introduction

The Annual Report and Accounts for Chapel House Ministries is written equally for Trustees and those outside of the charity looking in. As a charity we have to be publicly accountable to everyone. Therefore, it is produced in accordance with the requirements of the Charities Act 2011 and any regulations made there under and SORP 2005. For further information please contact the Chairman, Secretary or Treasurer.

Contact Details:

Chapel House Ministries,
Chapel House,
Moseley Road,
Hallow,
Worcestershire,
WR2 6NH.

2. Administrative Information

Chapel House Ministries is a registered charity number 1156159 operating out of Chapel House (see address above).

During the period 21st March 2014 to 31st March 2015 the following Trustees were appointed:

The first charity trustees are as follows;-

Paul Frederick Wilcox
Jane Paton Wilcox

The first charity trustees are as follows, and are appointed for the following terms;-

Grahame Lucas for 4 years
Gillian Lucas for 4 years
Deborah Mary Austin for 4 years
Charles Michael Barry Austin for 4 years

3. Structure, Governance and Management

Chapel House Ministries is a Charitable Incorporated Organisation (CIO) and operates in accordance with its Constitution dated 4th February 2014. The Trustees are responsible for all aspects of the operation of the Charity including Health and Safety, discrimination and protection of vulnerable people.

The Trustees are responsible for strategic risk management and consider this at each Trustee meeting. Management actions are routinely put in place for material risks.

The Charity Trustees meet four times a year and are responsible for all business decisions of the Charity.

4. Objectives

The objects of the Chapel House Ministries are;-

- a. The advancement for the public benefit of the Christian faith by developing models of mentoring and hospitality within the community
- b. Development of a ministry among people wanting to grow in their Christian faith and discipleships
- c. To advance the Christian faith for the benefit of the public through the holding of prayer meetings, lectures, producing and/or distributing literature on Christian Mentoring

5. Achievements and Performance

This first period of the life of Chapel House Ministries has been a time for consolidation and working through the practical issues and matters required for the successful and efficient operation of the charity. It has been a time of prayer and visioning.

During the first period of operating Chapel House Ministries (21st March 2014 to 31st March 2015) the Charity has:-

- a. ministered to, and mentored 348 individuals,
- b. held 33 separate events for mentoring, hospitality, prayer, and lectures,
- c. laid plans for future events and programmes.

The Trustees have also been engaged with several external experts who have given their time voluntarily to help work out how best to develop the Chapel building and make best use of the space.

During 2016 the Charity will be seeking ways of funding the development project to create improved facilities for meeting, breakout, catering and overnight stay.

6. Financial Review

In nutshell and as at 31st March 2015:

- a. Chapel House was purchased in March 2014 following a successful fundraising campaign - total cost including fees etc £189,667
- b. Included in the fundraising campaign we secured private loans totalling £160,000
- c. The balance of the funding of Chapel House was from donations of £29,667 shown as the Designated Funds and used for purchase of chapel house.
- d. Including the funds for purchase of the Chapel, we raised a total of £43,019 i.e. £13,352 from the normal activities of Chapel House Ministries and which goes towards running costs.
- e. We spent £4,874 on running costs giving us a running surplus of £8,477 (shown in our general fund reserve)
- f. By 31st March 2015 we had £13,477 i.e. £8,204 in the bank and £5,274 owed to us (HMRC Gift Aid). But we owed £5K (loan to be repaid within one year) so the general fund reserve stood at £8,477.

7. Actions for the future

The Trustees plan to set out their Accounting Policies and Reserves Policy coupled with a detailed financial plan and budget based on the outcomes of the building development plans.

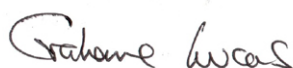
8. Accounting Policies

It is the policy of Chapel House Ministries to prepare accounts on a payments and receipts basis. The exception to this is the claim for Gift Aid recovery from HMRC that remains outstanding at the year end. This will be treated on an accruals basis.

9. The Annual Statement of Accounts 2015

The Statement of Accounts is set out on the following pages. An Independent Examiner's report is set out on Page 9. This was delayed as the Charity had not anticipated being so successful during its first year of operation, and had not foreseen the income exceeding the £25K threshold above which an examination is required.

Page Number	Financial Statements for the period 21 st March 2014 to 31 st March 2015:
4	Statement of Financial Activities and funds summary
5	Balance Sheet
6	Fund Movement summary
7	Analysis of Income
8	Analysis of Payments
9	Report of Independent Examiner



Grahame Lucas
Treasurer
17-02-2016



Paul Wilcox
Chairman
17-02-2016

Chapel House Ministries Annual Report and Accounts 2015

Chapel House Ministries - 1156159						
Statement of Financial Activities						
For the period from 21 March 2014 to 31 March 2015						
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds	
Incoming resources						
Incoming resources from generated funds						
Voluntary income	43,008	—	—	43,008	—	
Investment income	11	—	—	11	—	
Total incoming resources	43,019	—	—	43,019	—	
Resources used						
Cost of generating funds						
Cost of generating voluntary income	1,730	—	—	1,730	—	
Charitable activities	3,144	—	—	3,144	—	
Total resources used	4,874	—	—	4,874	—	
Net incoming / outgoing resources before transfer	38,145	—	—	38,145	—	
Transfers						
Gross transfers between funds - in	36,046	—	—	36,046	—	
Gross transfers between funds - out	(36,046)	—	—	(36,046)	—	
Net incoming / outgoing before other gains / losses	38,145	—	—	38,145	—	
Other recognised gains / losses						
Net movement in funds	38,145	—	—	38,145	—	
Reconciliation of funds						
Total funds brought forward	—	—	—	—	—	
Total funds carried forward	38,145	—	—	38,145	—	
Represented by						
Unrestricted						
General fund	8,477	—	—	8,477	—	
Designated						
Funds used for purchase of Chapel House	29,667	—	—	29,667	—	
<i>There may be minor discrepancies in the totals if the pence are not being</i>						

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Chapel House Ministries - 1156159

Balance sheet (Summary)

As at: 31 March 2015

	As at 31/03/2015	
	£	£
Fixed assets		
Tangible assets	189,667	
	<u>189,667</u>	
Current assets		
Debtors	5,274	
Cash at bank and in hand	8,204	
	<u>13,477</u>	
Liabilities		
Creditors: Amounts falling due in one year	5,000	
	<u>5,000</u>	
Net current assets less current liabilities	<u>8,477</u>	
Total assets less current liabilities	<u>198,145</u>	
Liabilities		
Provision for liabilities after one year	160,000	
	<u>160,000</u>	
Total net assets less liabilities	<u>38,145</u>	
Represented by		
Unrestricted		
Unrestricted - General fund	8,477	
Designated		
Designated - Funds used for purchase of Chapel House	29,667	
Designated - Retreats	—	
	<u>29,667</u>	
Funds of the charity	<u>38,145</u>	

There may be minor discrepancies in the totals if the pence are not being

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Chapel House Ministries - 1156159
Fund movement summary
Selected period: 21 March 2014 to 31 March 2015

Fund	Fund brought forward	Incoming Resources	Outgoing Resources	Transfer	Gains and Losses	Fund Carried forward
Funds used for purchase of Chapel House		—	—	29,667	—	29,667
Retreats & Events	✓	1,181	803	(378)	—	—
General - General fund	✓	41,838	4,072	(29,289)	—	8,477
Total	—	43,019	4,874	—	—	38,145

There may be minor discrepancies in the totals if the Pence are not being shown

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Chapel House Ministries - 1156159						
Analysis of receipts and payments						
Selected period: 21 March 2014 to 31 March 2015						
	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Receipts						
<i>Receipts from generated funds</i>						
Voluntary income						
0101 - Gift Aid - Bank	755	—	—	—	755	
0201 - Other planned giving	7,500	—	—	—	7,500	
0501 - One-off Gift Aid gifts	19,900	300	—	—	20,200	
0550 - Donations appeals etc	8,306	881	—	—	9,187	
0601 - Tax recoverable on Gift Aid	5,274	—	—	—	5,274	
0901 - Other funds generated	92	—	—	—	92	
Voluntary income Sub-totals	41,827	1,181	—	—	43,008	
Investment income						
1020 - Bank and building society interest	11	—	—	—	11	
Investment income Sub-totals	11	—	—	—	11	
<i>Receipts from generated funds Totals</i>	41,838	1,181	—	—	43,019	
<i>Other receipts</i>						
<i>Other receipts Totals</i>	—	—	—	—	—	
Receipts Grand totals	41,838	1,181	—	—	43,019	

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Receipts include an accrual for Gift Aid at line 0601

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	Unrestricted	Designated	Restricted	Endowment	Total
					This year
					Last year
Payments					
<i>Cost of generating funds</i>					
Cost of generating voluntary income					
1730 - Costs of retreats & events	928	803	—	—	1,730
Cost of generating voluntary income Sub-totals	928	803	—	—	1,730
Cost of generating funds Totals	928	803	—	—	1,730
<i>Charitable activities</i>					
Charitable activities					
1801 - Giving to mission partners	519	—	—	—	519
2331 - Cleaning	5	—	—	—	5
2343 - Furniture and Equipment	1,180	—	—	—	1,180
2350 - Upkeep of garden	14	—	—	—	14
2360 - Administration	50	—	—	—	50
2400 - Chapel house building expenses	38	—	—	—	38
2401 - Chapel House - insurance	967	—	—	—	967
2402 - Chapel House maintenance	101	—	—	—	101
2414 - Chapel House heating and lighting	270	—	—	—	270
Charitable activities Sub-totals	3,144	—	—	—	3,144
Charitable activities Totals	3,144	—	—	—	3,144
Payments Grand totals	4,072	803	—	—	4,874

There may be minor discrepancies in the totals if the pence are not being shown

29 January 2016

**Independent Examiner's Report to the trustees of Chapel House Ministries
Registered Charity 1156169.**

I report on the accounts for the year ended 31st December 2013 which are set out on pages 1 to 8.

Respective responsibilities of the Trustees and Independent Examiner

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

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

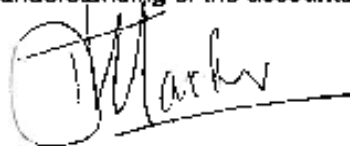
Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records have not been met; or

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



17 February 2016

Timothy Marlow FCMA