



Chapel House



ANNUAL REPORT AND ACCOUNTS 2016

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 the Charities SORP; Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015). 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 1st April 2015 to 31st March 2016 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 to 20th March 2018
Gillian Lucas for 4 years to 20th March 2018
Deborah Mary Austin for 4 years to 20th March 2018
Charles Michael Barry Austin for 4 years to 20th March 2018

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 trustees also have adopted a standard conflict of interest clause.

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 period of operating Chapel House Ministries (1st April 2015 to 31st March 2016) the Charity has:-

- a. ministered to, and mentored 296 individuals (338 last year)
- b. held 31 separate events (33 last year) for mentoring, hospitality, prayer, and lectures,
- c. laid plans for future events and programmes,
- d. laid plans for the internal reordering of the building to facilitate the charities purposes more effectively.

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 as referred to in (d) above.

The Charity has commenced a project to seek ways of funding the development project to create improved facilities for meeting, breakout, catering and overnight stay. During 2016 funding was secured and contracts were let for this work following competitive tendering.

6. Financial Review

In nutshell and as at 31st March 2016:

- a. We raised a total of £14,025 for the normal activities of Chapel House Ministries and which goes towards running costs.
- b. We spent £10,011 on running costs giving us a surplus of £4,014 in 2015-16 (shown in our general fund reserve)
- c. By 31st March 2016 we had £12,491 i.e. £10,680 in the bank and £1,811 owed to us (HMRC Gift Aid).
- d. We repaid the short term loan of £5K in January 2016.
- e. As at 31st March 2016 our general fund reserve stood at £12,491 an increase of £4,014 during the year (balance stood at £8,477 at 31st March 2015).

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.

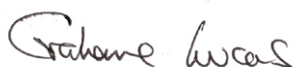
8. Accounting Policies

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 2016

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 exceeded the £25K threshold above which an examination is required, but anticipates that this will be the case in 2016-17.

Page Number	Financial Statements for the period 1 st April 2016 to 31 st March 2016:
4	Statement of Financial Activities and funds summary
5	Balance Sheet
6	Fund Movement summary
7	Analysis of Receipts and Payments
8	Report of Independent Examiner not needed but available from us



Grahame Lucas
Treasurer 30-01-2017



Paul Wilcox
Chairman 30-01-2017

Chapel House Ministries - 1156159
Statement of Financial Activities
For the period from 01 April 2015 to 31 March 2016

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Incoming resources					
Incoming resources from generated funds					
Voluntary income	14,025	-	-	14,025	43,008
Investment income	-	-	-	-	11
Total income	14,025	-	-	14,025	43,019
Resources used					
Cost of generating funds					
Cost of generating voluntary income	3,617	-	-	3,617	1,730
Charitable activities	6,394	-	-	6,394	3,144
Total expenditure	10,011	-	-	10,011	4,874
Net income / (expenditure) resources before transfer	4,014	-	-	4,014	38,145
Transfers					
Gross transfers between funds - in	34	-	-	34	36,046
Gross transfers between funds - out	-34	-	-	-34	-36,046
Other recognised gains / losses					
Net movement in funds	4,014	-	-	4,014	38,145
Reconciliation of funds					
Total funds brought forward	38,145	-	-	38,145	-
Total funds carried forward	42,159	-	-	42,159	38,145
Represented by					
Unrestricted					
General fund	11,413	-	-	11,413	8,477
Designated					
Funds used for purchase of Chapel House	29,667	-	-	29,667	29,667
George	1,079	-	-	1,079	-

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

26 January 2017

Chapel House Ministries - 1156159

**Balance sheet (Summary)
As at: 31 March 2016**

	31/03/2016	As at 31/03/2015
	£	£
Fixed assets		
Tangible assets	189,667	189,667
	<u>189,667</u>	<u>189,667</u>
Current assets		
Debtors	1,811	5,274
Cash at bank and in hand	10,680	8,204
	<u>12,492</u>	<u>13,477</u>
Liabilities		
Creditors: Amounts falling due in one year	-	5,000
	<u>12,492</u>	<u>8,477</u>
Net current assets less current liabilities	<u>12,492</u>	<u>8,477</u>
Total assets less current liabilities	<u>202,159</u>	<u>198,146</u>
Liabilities		
Provision for liabilities after one year	160,000	160,000
	<u>42,159</u>	<u>38,145</u>
Total net assets less liabilities	<u>42,159</u>	<u>38,145</u>
Represented by		
Unrestricted		
Unrestricted - General fund	11,413	8,477
Designated		
Designated - Funds used for purchase of Chapel House	29,667	29,667
Designated - George	1,079	-
	<u>42,159</u>	<u>38,145</u>
Funds of the charity	<u>42,159</u>	<u>38,145</u>

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

26 January 2017

Chapel House Ministries Annual Report and Accounts 2016

Chapel House Ministries - 1156159
Fund movement summary
Selected period: 01 April 2015 to 31 March 2016

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains & Losses	Fund balances Carried foward
C - Funds used for purchase of Chapel House	29667	0	0	0	0	29,667
G - George	0	3620	2508	-34	0	1,079
General - General fund	8477	10405	7504	34	0	11,413
Totals	38145	14025	10011	0	0	42,159

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Analysis of receipts and payments * Selected period: 01 April 2015 to 31 March 2016

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Receipts						
<i>Incoming resources from generated funds</i>						
0101 - Gift Aid - Bank	4,855	2,290	-	-	7,145	755
0201 - Other planned giving	-	180	-	-	180	7,500
0501 - One-off Gift Aid gifts	-	-	-	-	-	20,200
0550 - Donations appeals etc	4,315	535	-	-	4,850	9,187
0601 - Tax recoverable on Gift Aid *	1,235	615	-	-	1,850	5,274
0901 - Other funds generated	1	-	-	-	1	92
1020 - Bank and building society interest	-	-	-	-	-	11
Receipts from generated funds Totals	10,405	3,620	-	-	14,025	43,019
Incoming resources Grand totals	10,405	3,620	-	-	14,025	43,019
* It is the policy of the Charity to prepare accounts on a receipts and payments basis with the exception of Gift Aid Tax						
Payments						
<i>Cost of generating funds</i>						
1730 - Costs of retreats & events	3,617	-	-	-	3,617	1,730
Cost of generating funds Totals	3,617	-	-	-	3,617	1,730
<i>Charitable activities</i>						
1801 - Giving to mission partners	100	2,508	-	-	2,608	519
2201 - Training and mission	655	-	-	-	655	-
2331 - Cleaning	-	-	-	-	-	5
2343 - Furniture and Equipment	987	-	-	-	987	1,180
2350 - Upkeep of garden	294	-	-	-	294	14
2360 - Administration	76	-	-	-	76	50
2400 - Chapel house building expenses	-	-	-	-	-	38
2401 - Chapel House - insurance	962	-	-	-	962	967
2402 - Chapel House maintenance	463	-	-	-	463	101
2414 - Chapel House heating and lighting	349	-	-	-	349	270
Charitable activities Totals	3,887	2,508	-	-	6,394	3,144
Resources used Grand totals	7,504	2,508	-	-	10,011	4,874

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

26 January 2017

**Independent Examiner's Report to the trustees of Chapel House Ministries
Registered Charity 1156159.**

I report on the accounts for the year ended 31st March 2016 which are set out on pages 1 to 7.

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

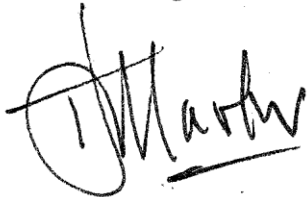
My examination was carried out in accordance with the General Directions given by the Charity Commission.

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.



Timothy Marlow FCMA, CGMA

7 Feb 2017.