

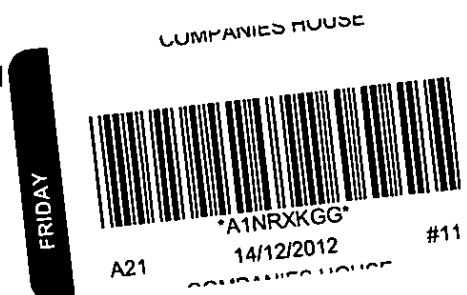
BILLINGSHURST FAMILY CHURCH
(A COMPANY LIMITED BY GUARANTEE)

**ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE
YEAR ENDED
31ST MARCH 2012**

CHARITY REGISTRATION No: 1123028

COMPANY REGISTRATION No: 06492621

Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
West Sussex
BN18 0AS



**BILLINGSHURST FAMILY CHURCH
(A COMPANY LIMITED BY GUARANTEE)**

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Billingshurst Family Church (A Company limited by guarantee)

Legal and Administrative Information

Charity Number	1123028
Company Registration Number	6492621
Date of Incorporation	4th February 2008
Start of Financial Year	1st April 2011
End of Financial Year	31st March 2012
Directors at 31st March 2012	Mr William Law (Chairman) Mr Benjamin Martin Mr David Hairs Mrs Rachel Brown Mrs Giulietta Grover
Company Secretary	Mr William Law
Governing Document	Memorandum & Articles of Association Incorporated 4th February 2008

Objects

- A) To advance the Christian faith in accordance with the statement of faith in such ways in Billingshurst and surrounding villages and in other such parts of the United Kingdom and the world as the trustees from time to time may think fit
- B) To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in Billingshurst and the surrounding villages and in such other parts of the United Kingdom or the world as the trustees from time to time may think fit
- C) To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life in Billingshurst and the surrounding villages and in such other parts of the United Kingdom and the world as the trustees may from time to time think fit

Registered Address at 31st March 2012 13 Freemans Close
Billingshurst
West Sussex
RH14 9UQ

Bankers Nat West Plc
57 High Street
Billingshurst
RH14 9JF

Independent Examiner K M Thrift FCIE
Independent Examiners Ltd
Sovereign Centre
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**BILLINGSHURST FAMILY CHURCH
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2012**

Ben Martin, Bill Law, Dave Hairs and Rachel Brown served as Directors/Trustees throughout the year with Giulietta Grover appointed a Director/Trustee on 29 May 2011

Review of activities and achievements

The Church is led by a three man Eldership team, one of whom is a full time employee. They are supported by a paid part time Administrator who also acts as Treasurer and a wider leadership team of four further members.

Weekly meetings are held every Sunday at the Billingshurst Conference Centre for worship and the preaching of God's Word. Meetings commenced at this new venue in March due to increased attendances at the meetings and our requirements for additional space. In addition, other Church activities and programmes comprise -

- Weekly and monthly prayer meetings
- Weekly home groups where church members meet in small gatherings, usually 8 – 16 in number. These meetings include, inter alia, fellowship, worship, prayer and bible study.
- Children's work is undertaken primarily on a Sunday and offers opportunity for teaching of age groups 4 – 11 years with a crèche also provided for the younger children.
- Youth work is provided under the name of The Switch and meet regularly on Friday and Sunday evenings. They also attend an annual Newday youth event organised by New Frontiers (an organisation which the Church is affiliated to) which is currently held in Norwich.
- We continue to run Rainbow Toddlers on Monday mornings during term time for parents and toddlers which normally runs at full capacity. In addition we also take them out in the summer to a local farm activity centre and provide them with a Christmas party.
- As in previous years we have supported the annual village show in June taking part in the parade and providing facilities at the showground which raises money for the local Scout and Guide groups and charities supported by the Rotary Club.
- Evangelistic events were held during the year which included an Alpha course to enable non-Christians to discuss and find out more about Christianity. We were also able to hold our annual Christmas celebration which the previous year had to be cancelled due to the adverse weather conditions. Over the year, various social jobs were undertaken to help those in need in the community. A Christmas party was held for the children in the village of primary school age and a ladies evening in November to attract women who are not Church members.
- We were able to support in financial terms the work of New Frontiers a worldwide Christian organisation working with the poor and disadvantaged, church planting and training leaders. We also helped support a couple undertaking a health project in the Middle East, CCPAS in their work protecting children from abuse and The Oasis Crisis Pregnancy Centre providing pregnant mums with physical and emotional support. Through our Fellowship Fund we have helped those in financial need both within the church and the wider community.

As a result of the above the Church has seen steady growth in membership during the year.

The Church has for some time now been seeking office accommodation and after two failed attempts to negotiate satisfactory terms, agreement was reached in May 2012 and we took occupancy in June of first floor offices in the village centre.

Review of Finances

The Statement of Financial activities is set out on pages 5 and 6.

**BILLINGSHURST FAMILY CHURCH
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2012**

The Chantry incurred a very modest deficit of £80 for the year. Funds have been raised over a period of time towards new office accommodation (mentioned above) and any future building project and these now stand at £14.6k. These monies are held in a separate Restricted Fund. The Trustees decided that the Designated Funds established to cover savings for new equipment were no longer required and these have been transferred to General Funds. The Fellowship Fund continues to help those with financial difficulties both within the Church and the wider community.

The regular monthly income is sufficient to meet the general day to day operational costs with the General Funds providing approximately three months coverage of expenditure should there be a sudden decline in income. This is considered adequate and appropriate for the Charity's activities.

The Chantry has taken office premises within the village centre to provide accommodation for administration and planning of activities. Whilst previously the view has been taken to continue to see General Reserves increase until such time as office accommodation was found, this scenario is now likely to diminish with the increased costs to be incurred. The Charity will, however, continue to assess its funding and level of Reserves required over the coming year with a view to using any funds deemed surplus to requirements in achieving the Charity's objectives.

Statement of Director's Responsibilities

Company law requires the directors to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the company and of the profit or loss of the company during the period. In preparing those financial statements the directors are required to

- (i) Select suitable accounting policies and then apply them consistently,
- (ii) Make judgements and estimates that are reasonable and prudent,
- (iii) Prepare financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

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

This report has been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Directors on the

16th October 2012

Signed on their behalf by Director



Mr W Law, Chairman

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of Billingshurst Family Church on the accounts for the year ended 31st March 2012 set out on pages 5 to 11

Respective responsibilities of trustees and examiner

The Chanty's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Chanty for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for independent examination, it is my responsibility to -

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

Basis of independent examiner's statement

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Chanty and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

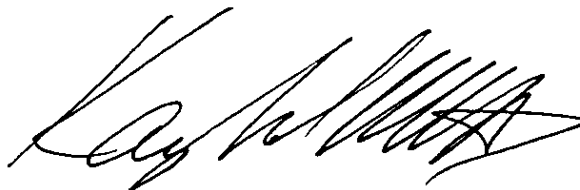
I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

- 1 which gives me reasonable cause to believe that in, any material respect, the trustees requirements to keep accounting records in accordance with section 386 of the Companies Act 2006, and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended Practice Accounting and Reporting by Charities have not been met or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

K M Thrift FCIE
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Date 05.12.2012

Billingshurst Family Church (A Company limited by guarantee)
Balance Sheet as at 31st March 2012

	Note	2012	2011
Fixed Assets			
Tangible Assets	2	7474	6462
Current Assets			
Debtors and Prepayments	9	7399	7918
Cash at bank and in hand	8	49554	46248
Total Current assets		<u>56953</u>	<u>54166</u>
Current Liabilities			
Creditors amounts falling due within one year	10	7000	3121
Net Current Assets		49953	51045
Net Assets		<u>57427</u>	<u>57507</u>
Income Funds			
General Fund		41650	36448
Designated fund	6	0	4940
Restricted Fund	7	15777	16119
Total Funds		<u>57427</u>	<u>57507</u>

For the year to 31st March 2012 the company was entitled to exemption from audit under section 477 of the companies Act 2006 relating to small companies

Directors' Responsibilities

- a) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006
- b) The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of accounts
- c) The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Act relating to accounts as far as they apply to the company

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

Approved by the Directors on the

16th October 2012

Signed on their behalf by Director



Print Name Mr W Law

Billingshurst Family Church (A company limited by guarantee)

Statement of Financial Activities for the year ended 31st March 2012

	Notes	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2012	Total 2011
Incoming resources						
Giving		101955	15426		117381	111420
Charitable Activities		8624			8624	10273
Investment income		88			88	76
Sundry income		185			185	538
Total incoming resources	4	110852	15426	0	126278	122307
Resources Expended						
Charitable Activities		90013	17568		107581	101720
Administration costs		18777			18777	10232
Total resources expended	5	108790	17568	0	126358	111952
Net incoming/(outgoing) resources		2062	-2142	0	-80	10355
Total Funds brought forward		41388	16119		57507	47152
Designated Fund transfer		0		0	0	0
Restricted fund transfer		-1800	1800		0	0
Total Funds carried forward		41650	15777	0	57427	57507

Movements on all reserves and all recognised gains and losses are shown above. All the company's operations are classed as continuing. The notes on pages 7 to 11 form part of these financial statements.

Billingshurst Family Church (A company limited by guarantee)

Notes to the Financial Statements for the year ended 31st March 2012

1 Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) "Accounting and reporting by Charities" published in 2005 and applicable accounting standards.

Incoming Resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when they have been received or become legally enforceable.

Resources expended

All expenditure is accounted for on an accruals basis and have been classified under headings that aggregate all costs relating to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to discharge them.

Fixed Assets

These comprise assets used and owned by the charity which cost, or are valued at, more than £500.

Depreciation

Depreciation is charged at a rate on a reducing balance method which is calculated to write off the asset over its useful life. The rate applied per annum is as follows: Equipment 25%.

2 Fixed Assets		Equipment
Cost	01/04/2011	14875
Additions		3504
Cost at	31/03/2012	<u>18379</u>
Depreciation	01/04/2011	8413
Charge for year		2492
Depreciation at	31/03/2012	<u>10905</u>
Net book value	31/03/2012	<u>7474</u>
Net book value	31/03/2011	6462

Billingshurst Family Church (A company limited by guarantee)

Notes to the Financial Statements for the year ended 31st March 2012

3 Capital commitments and contingent liabilities

There were no capital commitments or contingent liabilities at 31st March 2012 (2011 none)

4 Incoming Resources

	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
	£	£	£	£
a) Voluntary income				
Gift aided giving	74092	8661	82753	68137
Gift Aid tax refund	18641	2295	20936	19072
Other giving not gift aided	9222	1664	10886	20286
Gifts to restricted funds		2806	2806	3925
	<u>101955</u>	<u>15426</u>	<u>117381</u>	<u>111420</u>
b) Charitable Activities				
Youth and Children	3869		3869	5489
Activities and Events	1030		1030	1458
Rainbow Toddlers	3725		3725	3326
	<u>8624</u>	<u>0</u>	<u>8624</u>	<u>10273</u>
c) Investment Income				
Bank Interest	<u>88</u>	<u>0</u>	<u>88</u>	<u>76</u>
d) Other Incoming Resources				
Sundry Income	<u>185</u>	<u>0</u>	<u>185</u>	<u>538</u>
Total Incoming Resources	<u>110852</u>	<u>15426</u>	<u>126278</u>	<u>122307</u>

Billingshurst Family Church (A company limited by guarantee)

Notes to the Financial statements for the year ended 31st March 2012

5 Resources Expended

	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
a) Charitable Activities				
Activities & Events	18259		18259	26129
Leadership expenses	2607		2607	2016
Youth & Children	9768		9768	4462
Office & Administration	2440		2440	2251
Salaries	35915		35915	39025
Gifts & Offerings	16697	15720	32417	25287
Transition	1835		1835	0
Building Project	0	1848	1848	395
Depreciation	2492		2492	2155
	<u>90013</u>	<u>17568</u>	<u>107581</u>	<u>101720</u>
b) Governance Costs				
Office & Administration	463		463	635
Salaries, Pensions, NI	18314		18314	8727
Independent Examiners Fees	0		0	870
	<u>18777</u>	<u>0</u>	<u>18777</u>	<u>10232</u>
Total Resources Expended	<u>108790</u>	<u>17568</u>	<u>126358</u>	<u>111952</u>

Billingshurst Family Church (A Company limited by Guarantee)
Notes to the Financial Statements for the year ended 31st March 2012

6. Designated Funds

Equipment Fund

Balance 01 04 2011	4940
Transfer for year	<u>-4940</u>
Balance 31 03 2012	<u><u>0</u></u>

The Directors decided to dispose of this Fund and transferred the balance to the General Fund

7 Restricted Funds

	New Frontiers	Building Project	Fellowship Fund	Total
Balance 01 04 2011	0	15351	768	16119
Income	11600	1020	2806	15426
Expenditure	-13400	-1848	-2320	-17568
Transfer for year	1800			1800
Balance 31 03 2012	<u>0</u>	<u>14523</u>	<u>1254</u>	<u><u>15777</u></u>

The restricted Funds are wholly represented by the charity's cash reserves

8 Cash at bank and in hand

	Unrestricted Fund	Designated Fund	Restricted Funds	Total
Balance 01 04 2011	25189	4940	16119	46248
Increase/(Decrease)	8588	-4940	-342	3306
Balance 31 03 2012	<u>33777</u>	<u>0</u>	<u>15777</u>	<u><u>49554</u></u>

9 Debtors and Prepayments

**Unrestricted
Fund**

31.3.2012 31.03.2011

Tax Recoverable	6861	7918
Prepayments	538	0
Total	<u>7399</u>	<u>7918</u>

10 Creditors and accruals. amounts due within one year

**Unrestricted
Fund**

31 03.2012 31.03.2011

Sundry Creditors	7000	3121
	<u>7000</u>	<u>3121</u>

Billingshurst Family Church (A Company limited by Guarantee)
Notes to the Financial Statements for the year ended 31st March 2012

11 Staff costs and Emoluments

The Charity employed two members of staff (2011 two) during the year The costs were

	2012	2011
Gross Salaries	46426	38314
Employers NIC	4456	3884
Pension Contributions	5914	5554
	<u>56796</u>	<u>47752</u>

12. Directors and related parties

During the financial period Director Mr B Martin received £38,000 (2010/11 £35,000) in salary related payments, £5028 (2010/11 £4868) in pension contributions, and £487 (2010/11 £337) for general expenses in furthering the charity's objectives

Other Trustees received reimbursement of expenses they had incurred on the charity's behalf

13 Risk Assessment

The Directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks

14 Reserves Policy

The Directors have considered the level of reserves they wish to retain, appropriate to the charity's needs This is based on the charity's size and the level of financial commitments held The Directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure The Directors will endeavour not to set aside funds unnecessarily

15. Public Benefit

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit Details of how the charity has achieved this are provided in the Directors' report The Directors confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake