

Charity Registration Number **1126056**

Company Registration Number **6639603**

Guildford Town Centre Chaplaincy
Company Limited by Guarantee

UNAUDITED FINANCIAL STATEMENTS
for the year ended 31st December 2020



Guildford Town Centre Chaplaincy

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Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

The Trustees, who are also the Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31st December 2020.

LEGAL AND ADMINISTRATIVE INFORMATION

Registered charity name	Guildford Town Centre Chaplaincy
Charity registration number	1126056
Company registration number	6639603
Principal & Registered Office	c/o YMCA Guildford Bridge Street Guildford Surrey GU1 4SB

THE TRUSTEES

Mr C Britton	Chairman
Mr W N Campion-Smith	
Ms RLL Cheah	Appointed 29 July 2020
Ms C Clutton	Appointed 14 January 2020
Mr M D Gercke	Hon Treasurer
Mr AJE Hodges	Appointed 14 January 2020
Ms L M E Kenyon	
Rev A H Norman	Resigned 29 July 2020
Rev RM Pierce	Appointed 14 January 2020
Mr E Varley	Appointed 14 January 2020
Mr T M Wears	Resigned 13 May 2020
Rev A C Wheeler	

PATRONS

Lady Toulson CBE DL
 HM Lord-Lieutenant of Surrey Michael More-Molyneux

TOWN CHAPLAIN

Rev N Coe

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

INDEPENDENT EXAMINER

Independent Examiners Limited, 2 Broadbridge Business Centre, Delling Lane, Bosham, PO18 8NF

BANKERS

CAF Bank Ltd
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Guildford Town Centre Chaplaincy (GTCC) is a registered charity and a company limited by guarantee. It is governed by its articles of association which were revised and adopted by members on 8 December 2017.

The Board of Trustees generally meets at least four times a year although in 2020 it met on more occasions to respond to the impact on the Chaplaincy of the pandemic. The aims and the direction of the Chaplaincy are established by the Trustees. The board delegates to relevant sub-committees certain areas of oversight. The current committees are for Finance; Fundraising & Communications; and Policies.

The Trustees have delegated the Chaplaincy's day to day management to the Town Chaplain, the Treasurer and the Street Angels and Community Angels Co-ordinators. Updated written reports and financial statements are prepared and presented at each board meeting.

Lady Toulson CBE, a former High Sheriff of Surrey, became the charity's first Patron in 2019. We were delighted that during 2020 HM Lord-Lieutenant of Surrey Michael More-Molyneux accepted our invitation to become our second Patron.

We were thrilled when Chris Britton, our Chair was recognised with the award of the British Empire Medal in the Queen's Birthday honours for his work with the community and particularly young people.

The Town Chaplain oversees the running of the three GTCC projects, Street Angels, Community Angels and Volunteer Chaplains and the staff Team report directly to the Chaplain. During 2020 we said goodbye to our two Project Coordinators, Fiona Ford and Rachel Guilford. Both have given great service to the Chaplaincy over the past few years and we wish them well in the future. Two new Coordinators were appointed following a thorough recruitment processes. Ben Pitt is now our Street Angels Coordinator and Anne Thornton who was previously Community Angels Project Support Assistant is now the Community Angels Coordinator. A new Support Assistant was also appointed. So our staff team of four now comprises:

Chaplain

Rev. Noelle Coe

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

Street Angels Project Coordinator
Community Angels Project Coordinator
Project Support Assistant

Ben Pitt
Anne Thornton
Susanna Hoar

TRUSTEE RECRUITMENT AND INDUCTION

Applications for new Trustees are normally invited from the local church community or more widely and subject to suitability are appointed after discussion, in their absence, at a board meeting. The board carries out an audit of the skills of the existing board members, to identify the skills and skill gaps considered necessary to meet our ongoing vision. Five new trustees joined the board during the year four in January and one in July.

TOWN CHAPLAIN

The Chaplain, Rev Noelle Coe, maintains contact with the wider community and receives regular positive comments both formally and informally from the Police, the Local Authority and business leaders in the town as to the effectiveness of the Chaplaincy's projects. During 2020 the Chaplain developed and strengthened these relationships, of particular note being links with the University of Surrey, Guildford Fire Station, 'Real Change' (the new initiative in Guildford to combat homelessness), Guildford Pub Watch, the Surrey Police and Crime Commissioner, local NHS Clinical Commissioning Groups, GP practice, Riverside and Guildford Borough Council. The Covid pandemic has impacted face to face meetings but other means have maintained contact. For part of 2020 Street Angels have not been fully operational and the Chaplain has supported its work while its coordinator was furloughed and then through the period before a new coordinator was appointed. She has also supported Community Angels until a second member of staff was recruited to manage the demand. Office space at the YMCA has not been accessible throughout a large part of the year due to the Covid pandemic and staff have worked from home, which has not been ideal. With the Covid pandemic the chaplain and staff have been resilient and adaptable to meet the demands of the chaplaincy and even expand it.

PUBLIC BENEFIT

The Chaplaincy's chief objective is to help those in need in various settings in the town and to advance Christian support by means of a chaplaincy based within Guildford town centre and serving the local community. This is accomplished through three main initiatives: Street Angels, Community Angels and Volunteer Chaplains. The Street Angels operate every Friday and Saturday night and interact with members of the public who have become vulnerable for whatever reason. The Community Angels provide support and befriending to lonely people in their own homes seeking to help them connect with the wider community. The Volunteer Chaplains visit employees in their place of work to offer support in times of crisis or need.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

RISK MANAGEMENT

The Trustees have assessed the major risks to which the Chaplaincy is exposed and are satisfied that systems are in place to manage exposure to the risks and to reflect changing circumstances. The Trustees categorise their main risks into two broad areas: financial and operational. In addition, the Trustees recognise the need to protect the Chaplaincy's good name and reputation from damage and undertake activities in an open and transparent way. It is important to the Trustees that its supporters and stakeholders continue to trust the Chaplaincy.

Financial risk -ensuring there are sufficient funds to meet the Chaplaincy's charitable objectives:

- There is careful monitoring through a system of financial reporting that compares actual results against budget and reported to the board on a quarterly basis. A new accounting system was implemented at the beginning of 2019 and this has enhanced financial control.
- The Chaplaincy has no financial instrument borrowings and its investment and reserves policies are set to manage risks and ensure there is adequate liquidity to meet liabilities as they arise, including all regular commitments such as salaries and office rent etc.
- Credit risk on amounts owed in respect of incoming resources is low

Operational risk - risks caused by failures in operational processes including areas such as data protection, health and safety, safeguarding, volunteer recruitment and fundraising:

- Policies, procedures and governance structures have been established to monitor and mitigate operational risks such as health and safety, data protection, safeguarding and major incidents. A board committee was set up in 2019 to carry out a programmed review of all policies and continue the ongoing task of monitoring at appropriate intervals.
- Training is delivered to volunteers in key areas to ensure compliance with procedures, together with regular volunteer feedback
- Data protection policies have been updated in the light of the General Data Protection Regulations
- When Street Angels operations resumed after the initial pandemic lockdown, a Covid risk assessment was carried out, with the help of an experienced NHS practitioner. New procedures including appropriate PPE were put in place for the safety of volunteers and members of the public who we would be encountering. As the pandemic situation is constantly evolving, our response will be kept under continuous review, including planning for the eventual return to face-to-face interactions for Community Angels.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

VALUES, ACTIVITIES & WAYS OF WORKING

The values of Guildford Town Centre Chaplaincy were established in 2008 when the charity was set up. These remained unchanged although are periodically reviewed. Our values are:

- Selfless and non-judgemental
- Excellence and professionalism
- Integrity and honesty
- Collaboration and adding value

The Volunteer Pack documents the Chaplaincy's Roles and Values, Code of Conduct, Police Protocol, Health & Safety and Safeguarding as major topics. In addition, other procedures and policies are in place regarding the functioning and operation of the Chaplaincy.

New volunteers for all our projects have continued to be recruited, trained and mobilised, such that the Chaplaincy was able to replace the inevitable loss of some volunteers throughout the year.

The Chaplaincy records and monitors the interactions between volunteers and members of the public and receives regular feedback as to their impact. Weekly reports also enable the Chaplaincy to gauge the effectiveness of its operations and provide a valuable source of continuous learning and improvement for all its volunteers.

The Trustees regularly review how the Chaplaincy's projects might be enhanced and extended and further developed. The pandemic slowed some of our plans for the expansion of the Community Angels and Volunteer chaplain projects that had been planned for 2020, but hopefully we can further these once things return to some kind of normality.

Town Centre Chaplaincy & Volunteer chaplains

The Town Chaplain's main areas of responsibility are to make connections across churches, businesses and the community of Guildford and surrounding area. This involves communicating what the Chaplaincy brings to key stakeholders, and how it can be accessed and resourced. Alongside this is oversight of the growing staff personnel and volunteer team.

The ten volunteer chaplains support staff in a growing range of businesses and organizations in the town and community, to be a confidential listening ear. They bring a non-judgmental presence with a commitment to enhance wellness. They will pray with people if asked in the places they visit. A new chaplaincy at Binscombe Surgery is being launched with a retired GP giving oversight. A newly retired clergy is due to become involved with the Volunteer chaplaincy to help with training and expansion.

Guildford Street Angels

This well-established Chaplaincy project organises volunteer Street Angels to help those in need, who have become vulnerable on a night out at the weekend in Guildford.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

This work operates in collaboration with our night time colleagues, including the Police and the project contributes significantly to the safety of the public who use the night time economy in Guildford.

A regular process of recruitment and training goes on each year, and numbers of active volunteers have remained healthy enabling us to maintain close to our target of eight volunteers for maximum safety on each nightly shift

Ongoing monitoring of the quality of the service takes place by the Coordinator, in collaboration with the Chaplain, through supporting the volunteers in action and responding to feedback from the team reports and in collaboration with our night time colleagues, including Pub Watch. During this last year with the Covid pandemic its normal operations has been curtailed and at points shut down. Work has continued to keep volunteers engaged and reach out in support to Guildford in other ways. The newly appointed coordinator has overseen the production of a promotional video for 'Real change' which helps the homeless and he will have a special interest in further developing the use of social media across the chaplaincy.

Community Angels

Community Angels was launched in January 2018 and is now a well established part of GTCC.

This is currently the only befriending project in Guildford supporting adults of all ages. Our vision is a community where nobody should feel lonely or isolated, where the strength of relationships means that everyone feels they are valued and supported and that they belong.

Community Angels aims are to:

- Reduce loneliness and isolation;
- Build confidence and empower people;
- Increase a sense of belonging within the community; and
- Improve quality of life within our community.

We have a growing team of trained volunteers (currently around 59) who support individuals on a one-to-one basis, empowering them to make new connections in the community within the context of a supportive befriending relationship. Until the Covid pandemic befrienders visited clients in their homes, and supported those with the capacity to go out to engage with activities outside the home. During the pandemic befriending has been done by telephone. This continues to be the case while in Tier 4 restrictions or lockdown.

We aim to empower people to make changes for themselves so that change is sustainable and confidence is built. Approaches are diverse and dependent on the goals of each individual but have included: joining a clinic to stop smoking, joining church/community activities, and accessing specific services for health and social needs. Befriending support is offered typically for six months, which may be extended up to a year. During Covid the six months befriending has been flexible especially as face to face support is neither possible nor re-engaging clients with other connections.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

Referrals come from Adult Social Care, GPs, Voluntary Action South West Surrey (VASWS), the Police, local charities, members of the community and other social prescribers. Clients typically have a complex mix of social, emotional, mental or physical problems. Our clients to date have ranged in age from 26 to 99. It has been noted that during lockdown there has been a sharp increase of clients with mental health issues.

Preparatory work towards setting up the first Community Angels 'Hub', to be based at St Saviour's Church, made good progress in Q4 2020, and implementation is planned for Q1 2021.

STRATEGIC REPORT – ACHIEVEMENTS AND PERFORMANCE

THE PROJECTS

Volunteer chaplains

2020 has been a difficult year for Volunteer chaplains to operate in. With the Covid pandemic many places do not want 'visitors' adding to the risk. The volunteer chaplain relating to the homeless has not been able to visit at this time. However, as a chaplaincy a lot of support has been given to the homeless. Information has been circulated with needs to the different agencies such as Riverside. Hot meals, food, phones, kettles have been supplied to help bring this vulnerable group off the streets during lockdown. The profile of "Real change" has been increased. Chaplains have been available by phone to the police and fire brigade. Work towards a new GP chaplaincy has taken place. A Trustee is providing pastoral oversight and support to volunteer chaplains and there are plans for a newly retired clergy to become actively involved with this area.

Street Angels

Street Angels usually operate throughout the year, every Friday and Saturday night, and additionally on other special occasions, and in support of local events where needed.

Clearly this year has been very different with lockdowns and restrictions meaning that the night time economy was unable to operate normally if at all for a good part of the year. During lockdowns service was obviously suspended but when pubs reopened Street Angels were back on the streets helping to keep everyone safe. So the year divided into pre-1st lockdown, lockdown, reopening but with pubs on reduced hours, 2nd lockdown and then Tier 3 & 4 restrictions. A further lockdown at the start of 2021 has meant the ceasing of Street Angels operations once again. We look forward to more normal times once the vaccine roll out allows restrictions on the night time economy to be lifted.

We are grateful to all our volunteers for their flexibility in reacting to the ever changing circumstances.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

Community Angels

Community Angels

In total, we worked with 59 volunteers to support 91 clients during 2020.

After a steady start to the year, Community Angels responded to lockdown by launching a telephone service, both to support our existing clients and to provide rapid-onset support for anyone struggling with loneliness and isolation during the pandemic. We saw a huge increase in demand, with referral rates rising by more than 300% during the first months of the pandemic. During the spring and summer, our volunteer numbers were boosted by off-duty Street Angels, Samaritans and others whose usual voluntary work was suspended.

We cautiously resumed face-to-face befriending where appropriate in the late summer and autumn, while retaining a level of telephone support for those for whom personal meetings would not be safe. November saw another suspension of in person support, which continues into 2021. Our referral rates, while not at the level of spring and early summer, are notably higher than last year and growing.

2020 has been a year of staff changes. The Community Angels founding coordinator left in July, and was replaced at the start of August by the former project support assistant. A new support assistant joined the project at the start of November.

FUNDRAISING & COMMUNICATIONS

The Charity's Fundraising & Communications committee met quarterly during 2020 to steer and deliver funding income through grant applications, organising events, developing external partnerships and ensuring effective communication on behalf of the Chaplaincy as a whole.

Most of the Charity's income, 62%, continues to be provided by generous gifts from supporting local Churches and individuals. This regular support has remained constant throughout a difficult year when all our planned fundraising events had to be cancelled or postponed due to Covid restrictions. The Charity aspires to be able to rearrange some of these events in 2021 as conditions allow. In place of fundraising events, activities were designed to retain contact and engagement with our valued volunteers, in recognition of the social need to keep them in touch with each other and the direction of the Charity. Aimed at volunteers and supporters, our informal in-house newsletter "Hark" continues to be produced three times a year, covering stories from our three projects.

In recent years, the Charity has become increasingly reliant on grant funding. As a charity tackling loneliness and isolation amongst the vulnerable, 2020 saw new funders supporting our work. In response to the huge growth in demand for Community Angels as a result of the pandemic, the

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

Charity was able to apply to emergency funds, which largely covered the shortfall suffered from the cancellation of budgeted fundraising events. The Chaplaincy would like to acknowledge the generous support in 2020 of NHS England, The Community Foundation for Surrey, The Surrey Police and Crime Commissioner, the Coronavirus Community Support Fund, Guildford Borough Council and the University of Surrey. Our local community partners, Guildford Lions and Waitrose Community Matters have also supported us financially, and we were honoured to have been selected to be the Charity of the Year for Guildford Town Guides.

In a year when our Street Angels were suspended from their duties for some six months, we were thrilled that their work was recognised by the wider community, with all volunteers receiving the Mayor of Guildford's Award for Service to the Community 2020 and the project also being awarded the prestigious Eagle Radio BizAward 2020, Charity of the Year. We congratulate our committed volunteers on this outstanding achievement.

The Charity produced its first electronic Annual Review in 2020, thanks to the generous sponsorship of Guildford based marketing company "Delivered Social", enabling us to communicate more effectively with our supporters and volunteers. Delivered Social have also supported the Charity by producing short videos as we continue to work to raise our profile in the media; encouragingly social media supporters have increased by 25% during 2020.

As a growing organisation, the Trustees recognise the importance of ensuring compliance in operation and consistency in the communication of the Charity's values and therefore adopted a Communications and Fundraising protocol during the year.

FINANCIAL REVIEW

The Trustees generally seek to achieve a balanced result in each year, matching costs to income.

In 2020 the Chaplaincy recorded a surplus of £4,182 (2019 £8,774) compared to a budgeted deficit of £13,569. The principal reason giving rise to the better than budget outcome was the success of a number of grant applications together with cost savings particularly regarding Street Angels where the Coordinator was furloughed for several months during the first lockdown whilst Street Angels was unable to operate. In total £5050 was received in furlough payments for 80% of the Coordinator's salary with the Chaplaincy topping up the remainder.

The key factor underpinning GTCC's financial viability is however the continued support of churches and individuals and grant making bodies without which the work could not continue.

The operating costs of the Chaplaincy, comprising the staff team and overheads of the Chaplaincy, are carefully controlled against a prudent budget, and control and careful review of all costs reflected vigilant stewardship of resources.

The Trustees are deeply grateful to the many individuals who donated their time and money to the work of the Chaplaincy and hope that many more will support, financially and prayerfully, the board's vision for growth and development.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

The Balance Sheet at 31st December 2020 showed a strong financial position. Grants received in the later part of 2020 for the two main projects have helped to ensure we can continue to fund the growth of the projects whilst also investing in the further development of the Volunteer Chaplaincy project which had in the past had less of a profile than the other two projects.

Unrestricted Reserves at 31 December 2020 total £86,989 and Restricted Reserves £14,536 exceeding the amount set in the Trustees' reserves policy due to strong income levels in the last few years, resulting from the exceptional contribution of funds from the County Club in 2016; the better than expected outcome in 2018 due to a legacy; and increased levels of grant income in 2019 & 2020.

In these uncertain times a generous level of Reserves provides confidence to the Trustees to continue to invest and expand our services once the COVID pandemic restrictions are lifted. The demand for our Community Angels service in particular continues to increase.

Our strong financial position had enabled us to increase the staff team to four and for them to increase their weekly hours. For example our Town Chaplain now works 4 days a week rather than 3 previously.

The Trustees are confident that, providing the local churches commit to continuing to provide financial support, together with our ongoing fundraising initiatives, the Chaplaincy will maintain adequate resources to continue and expand its ministry within Guildford, albeit that Covid necessitated a pause in certain of our activities during 2020 and first quarter of 2021

RESERVES POLICY

The Trustees aim to maintain adequate cash reserves to protect the Chaplaincy against short term changes in its financial circumstances. The Chaplaincy's income is unevenly spread through the year, with the timing of church donations in particular difficult to predict. The Reserves policy seeks to ensure that the Chaplaincy has sufficient liquid reserves to accommodate this.

The Trustees have reviewed their reserves policy in light of the 2020 result, the budget for 2021 and the continued likely impact for some time of the pandemic on fund raising and the risk to donation income and have concluded that it is appropriate to maintain the required level of unrestricted reserves at a minimum of £60,000.

Whilst the financial outcome has been very good in recent years the board anticipates that deficits will be incurred from time to time.

With an increased expenditure budget in 2021 committed regular income represents less than 50 % of the resources required to meet this budgeted expenditure. Fundraising to meet the gap is by its nature uncertain. The board have set a 2021 budget for a deficit of £13,000. In view of the level of Reserves the board considers that a deficit budget for 2021 is manageable.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2020

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

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

Company law requires the Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Chaplaincy and of incoming resources and application of resources, including income and expenditure, of the Chaplaincy for that year. 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 2015 (FRS102);
- 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; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Chaplaincy will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Chaplaincy's transactions and disclose with reasonable accuracy at any time the financial position of the Chaplaincy 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 Chaplaincy and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report has been prepared in accordance with the Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 update bulletin 1. The Trustees have taken advantage of the exemptions permitted by Section 1A. In preparing this report the Trustees have taken advantage of the small companies' exemptions provided by Section 415A of the Companies Act.

Approved by the Directors on: 23rd March, 2021

Approved by the Directors on: 23rd March, 2021

Director's Signature:

A handwritten signature in black ink, appearing to read "C Britton".

Director's Signature:

A handwritten signature in black ink, appearing to read "M D Gercke".

Signed By Director: Mr C Britton
(Chairman)

Signed By Director: Mr M D Gercke
(Hon Treasurer)

Guildford Town Centre Chaplaincy

INDEPENDENT EXAMINER'S REPORT

Report to the trustees/ members of Guildford Town Centre Chaplaincy on the accounts for the year ended 31st December 2020 set out on pages 13 to 25.

Respective Responsibilities of Trustees and Examiner

The Charity'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 Charity 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 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 Charity 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.

Guildford Town Centre Chaplaincy

Statement of Financial Activities Year ended 31 December 2020 (Incorporating Income & Expenditure Account)

		Unrestricted Funds	Restricted Funds	2020 Total Funds	2019 Total Funds
	Note	£	£	£	£
Incoming Resources					
Donations, Grants & Other Income	4	44,910	29,233	74,143	85,537
Investment Income	5	168	0	168	298
Total income		45,078	29,233	74,311	85,835
Expenditure					
Expenditure on Charitable Activities	6,7	(44,236)	(25,893)	(70,129)	(77,061)
Total Expenditure		(44,336)	(25,893)	(70,129)	(77,061)
Net income and net movement in funds		842	3,340	4,182	8,774
Reconciliation of funds					
Total funds brought forward		86,147	11,196	97,343	88,569
Total funds carried forward		86,989	14,536	101,525	97,343

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Guildford Town Centre Chaplaincy

Balance Sheet

As at 31st December 2020

		Unrestricted Funds	Restricted Funds	31/12/20 Total Funds	31/12/19 Total Funds
Note	£	£	£	£	
FIXED ASSETS					
Tangible assets	12	0	0	0	0
		0	0	0	0
CURRENT ASSETS					
Stock		0	0	0	36
Debtors	13	2,113	0	2,113	4,850
Cash and deposits		86,836	14,536	101,372	95,687
		88,949	14,536	103,485	100,573
CURRENT LIABILITIES					
Creditors: amounts falling due within one year	14	1,960	0	1,960	3,230
Net Current Assets		86,989	14,536	101,525	97,343
NET ASSETS		86,989	14,536	101,525	97,343
FUNDS OF THE CHARITY					
Total Charity Funds	16	86,989	14,536	101,525	97,343

Guildford Town Centre Chaplaincy

Directors' Responsibilities

The directors are satisfied that for the year ended on 31st December 2020 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 11.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), Charities SORP 2015 (FRS102) Update Bulletin 1, FRS102 Section 1A, and the Charities Act 2011 and the Companies Act 2006 and the Charities Act 2011.

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 Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Directors on: 23rd March, 2021

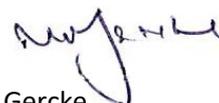
Director's Signature:



Signed By Director: Mr C Britton
(Chairman)

Approved by the Directors on: 23rd March, 2021

Director's Signature:



Signed By Director: Mr M D Gercke
(Hon Treasurer)

Notes to the Financial Statements

31stDecember 2020

NOTES TO THE FINANCIAL STATEMENTS

1. GENERAL INFORMATION

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is c/o YMCA Guildford Bridge Street, Guildford, Surrey, GU1 4SB.

2. STATEMENT OF COMPLIANCE

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), Charities SORP 2015 (FRS102) Update Bulletin 1, FRS102 Section 1A, and the Charities Act 2011 and the Companies Act 2006 and the Charities Act 2011.

3. ACCOUNTING POLICIES

Basis of Preparation & Assessment of Going Concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and the Charities Act 2011. The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity and have been rounded to the nearest pound.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

Going concern

The accounts have been prepared on a going concern basis as there are no material uncertainties about the Chaplaincy's ability to continue as a going concern.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees to further any of the charity's purposes.

Restricted funds are subject to restrictions on their expenditure declared by the donor.

Guildford Town Centre Chaplaincy

Notes to the Financial Statements (*Continued*)

31stDecember 2020

3. ACCOUNTING POLICIES (*Continued*)

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reasonably measured. The following policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable, and the amount can be measured reliably.
- Legacy income is recognised when receipt is probable and entitlement is established.
- Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on raising funds includes the cost of fundraising activities, events, and non-charitable trading activities.
- Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

Restricted Grant income which is restricted is allocated to actual expenditure incurred in respect of the relevant project or where not possible to allocate to specific items of expenditure, is amortised in equal monthly instalments against the relevant project.

Guildford Town Centre Chaplaincy

Notes to the Financial Statements (*Continued*)

31stDecember 2020

3. ACCOUNTING POLICIES (*Continued*)

Resources expended (*Continued*)

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation

Individual fixed assets costing £1000 or more are capitalised at cost.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment	33% straight line
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Financial instruments

A financial asset or a financial liability is recognised only when the Chaplaincy becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debtors

Trade and other debtors are recorded at settlement amount. Prepayments are valued at the amounts prepaid at balance sheet date.

Creditors

Trade and other creditors are recognised when the Chaplaincy has a present obligation resulting from past events and can be measured or estimated reliably. Creditors are recognised at their settlement amounts.

Guildford Town Centre Chaplaincy

Notes to the Financial Statements (*Continued*)

31st December 2020

3. ACCOUNTING POLICIES (*Continued*)

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related services, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

Guildford Town Centre Chaplaincy

Notes to the Financial Statements *(Continued)*

31st December 2020

4. DONATIONS, GRANTS AND OTHER INCOME

	Unrestricted Funds	Restricted Funds	Year Ended 31.12.20	Year Ended 31.12.19
			£	£
Churches	24,313	1,250	25,563	30,497
Individuals	16,256	750	17,006	15,912
Sponsored events, fundraising and sundry income	786	533	1,319	9,647
Gift Aid	3,555	-	3,555	4,264
Other organisations(Note)	0	26,700	26,700	25,217
	44,910	29,233	74,143	85,537

Note -A Covid-19 relief grant of £5,000 was given by Guildford Borough Council towards the community angels project

5. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Year Ended 31.12.20	Year Ended 31.12.19
			£	£
Interest received	168	0	168	298
	168	0	168	298

Guildford Town Centre Chaplaincy

Notes to the Financial Statements (*Continued*) 31st December 2020

6. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Year Ended 31.12.20	Year Ended 31.12.19
			£	£
Staff and volunteer costs (direct and indirect)	35,294	23,326	58,620	55,360
Recruitment and operation of Street Angels	939	2501	3,440	10,268
Recruitment and operation of Community Angels	1,114	66	1,180	1,704
Recruitment and operation of Chaplaincy	620	0	620	886
Management and administration	4,371	0	4,371	4,411
Governance & professional	1,898	0	1,898	4,432
	44,236	25,893	70,129	77,061

Guildford Town Centre Chaplaincy

7 EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Year Ended 31.12.20	Year Ended 31.12.19
	£	£
Staff and volunteer costs	58,620	55,360
Recruitment and operation of Street Angels	3,440	10,268
Recruitment and operation of Community Angels	1,180	1,704
Recruitment and operation of Chaplaincy	620	886
Management and administration	4,371	4,411
Publicity and fundraising costs	0	0
Governance	1,898	4,432
	70,129	77,061

8. NET INCOME

Net income is stated after charging:

	Year Ended 31.12.20	Year Ended 31.12.19
	£	£
Depreciation of tangible fixed assets	0	0
	0	0

Guildford Town Centre Chaplaincy

Notes to the Financial Statements (*Continued*)

31st December 2020

9. INDEPENDENT EXAMINATION FEES

	Year Ended 31.12.20	Year Ended 31.12.19
	£	£
Fees payable to the Independent Examiner for:		
Independent examination of the financial statements	720	700
	720	700

10. STAFF COSTS

The total staff costs and employee benefits for the reporting period are analysed as follows:

	Year Ended 31.12.20	Year Ended 31.12.19
	£	£
Salaries and wages	56,860	53,595
Social security costs	687	846
Employer contributions to pension plans	1,073	919
	58,620	55,360

The average number of employees during the year was 4 (2019: 4).

No employee received remuneration or benefits of more than £60,000 during 2020 or 2019.

Guildford Town Centre Chaplaincy

Notes to the Financial Statements *(Continued)*

31st December 2020

11. TRUSTEE REMUNERATION AND EXPENSES

The Trustees received no remuneration, expenses or other benefits from the Chaplaincy (2019 - £NIL)

The Trustees are entitled to have reasonable expenses properly incurred when acting on behalf of the charity reimbursed to them.

12. TANGIBLE FIXED ASSETS

There were no tangible assets held by the Chaplaincy during the year (2019: NIL)

13. DEBTORS

	Year Ended 31.12.20 £	Year Ended 31.12.19 £
General debtors including gift aid.	645	1,897
Prepayments and accrued income	1,468	2,953
	2,113	4,850

14. CREDITORS

	Year Ended 31.12.20 £	Year Ended 31.12.19 £
Creditors & Accruals	1,960	3,278
	1,960	3,278

15. PENSIONS AND OTHER POST RETIREMENT BENEFITS

Defined contribution plans

The amount recognised in income and expenditure as an expense in relation to defined contribution plans was £1,073 (2019: £955)

Notes to the Financial Statements (*Continued*) 31st December 2020

16. ANALYSIS OF CHARITABLE FUNDS

	At 01.01.20 £	Income £	Expenditure £	At 31.12.20 £
General funds	86,147	45,078	44,236	86,989
Restricted funds:				
Community Angels	2,029	20,783	12,479	10,333
Street Angels	9,167	4,250	10,154	3,263
Homeless Project		4,200	3,260	940
	11,196	29,233	25,893	14,536
	97,343	74,311	70,129	101,525

17. RELATED PARTIES

Control

Control of the Chaplaincy rests solely with the Trustees as disclosed in the Report of the Trustees.

Related Party Transactions

During the year the Chaplaincy received cash donations of £4,580 from Trustees (2019: £4104). There were no other related party transactions that require to be reported upon.