

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 2021



Guildford Town Centre Chaplaincy

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Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

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 2021.

LEGAL AND ADMINISTRATIVE INFORMATION

Registered charity name	Guildford Town Centre Chaplaincy
Charity registration number	1126056
Company registration number	6639603
Principal & Registered Office	23 Waterden Road, Guildford, GU1 2AZ

THE TRUSTEES

Mr C Britton BEM	Chairman
Mr W N Campion-Smith	
Ms RLL Cheah	
Ms C Clutton	
Mr M D Gercke	Hon Treasurer
Mr AJE Hodges	
Ms L M E Kenyon	
Rev RM Pierce	
Mr E Varley	
Rev A C Wheeler	

PATRONS

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

TOWN CHAPLAIN

Rev N Coe

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

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

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 with one of the meetings being an Awayday to review strategy. 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 Fundraising & Communications; and Policies. A trustee is appointed to oversee each policy area.

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 and in 2020 HM Lord-Lieutenant of Surrey Michael More-Molyneux become our second Patron.

In 2021 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. Our staff team comprises:

Chaplain	Rev. Noelle Coe
Street Angels Project Coordinator	Ben Pitt
Community Angels Project Coordinator	Anne Thornton
Community Angels Project Support Assistant	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 and interview 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.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

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 2021

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 with reports 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 carries out a programmed review of all policies and reviews and updates the risk register twice a year.
- 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 and are subject to periodic review.
- 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 has evolved our response has been kept under continuous review.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

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 has been 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. Whilst the pandemic slowed some of our plans the Trustees are keen to expand the Volunteer chaplains project and have undertaken some planning with the assistance of a retired clergy who led a hugely successful chaplaincy project in the Midlands.

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, Churches and business leaders in the town as to the effectiveness of the Chaplaincy's projects. During 2021 the Chaplain has endeavoured to maintain good relationships with other agencies and foster new ones. 'Real Change' (the new initiative in Guildford to combat homelessness), Guildford Pub Watch, the Surrey Police and Crime Commissioner, local NHS Clinical Commissioning Groups, two GP practices, Guildford Borough Council and Surrey County Council. The Covid pandemic still impacts face to face meetings but other means have maintained contact.

In April 2021 GTCC moved office from YMCA to Christ church on Waterden Road and Street Angels now permanently operate out of St Mary's church on Quarry Street.

Staff have needed to work from home and the office this year with the continuation of Covid. Carefully monitored face to face meetings have taken place. Throughout this challenging year the chaplaincy has continued well and even expanded.

In November after two years, we were able to hold a well-attended commissioning service at Millmead Baptist church with the mayor and other invited partners.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

Building up our community of volunteers is an ongoing priority as we have lost a number over the time of pandemic.

Volunteer chaplains

There are currently ten volunteer chaplains who support staff and members of the public over a range of businesses and organisations in the town and community. The chaplains bring a non-judgmental, confidential listening ear and a commitment to enhance wellness. They will pray with people if asked in the places they visit.

The pandemic has been difficult for Volunteer chaplains as many work places have not welcomed footfall during this period.

The chaplaincy launched at Binscombe Surgery in 2021 is going well with a further GP chaplaincy about to start at Dapdune surgery. There are also other enquiries for further GP chaplains. We await a new borough commander to the fire station to be appointed pending which our current chaplain has stepped down. Stagecoach buses have expressed an interest in having a chaplain and a volunteer has been identified who would like to serve in the law courts.

Rev Andy Wheeler (trustee) is now linked with this work along with Rev Paul Morris who is interested in training and being an ambassador. Canon Angela Townsend is currently in talks with the chaplain about debriefing chaplains on a regular basis. She is a trained counselor.

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.

This work operates in collaboration with our night time colleagues, including the Emergency Services and the project contributes significantly to the safety of the public who use the night time economy in Guildford, which in turn takes pressure away from the Emergency Services, saving a certain amount of their resources.

A regular process of recruitment and training goes on each year. The pandemic has resulted in a reduction in the number of active volunteers in 2021 but they are again increasing following the recommencement of recruitment and training. Several new Angels were commissioned at our annual Commissioning service in November 2021.

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 first quarter of 2021 the service could not operate due to the second period of COVID lockdown. Work has continued to keep volunteers engaged and reaching out in support to Guildford in other ways.

The new coordinator who was appointed in late 2020 has produced a number of promotional videos for churches and our website, outlining the work of the Chaplaincy across its three projects as well as a more focused video describing the work of the Street Angels.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

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 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 team of 50 trained volunteers who support individuals on a one-to-one basis, meeting with them weekly over a six month period. We aim, where appropriate, to encourage our clients to make new connections in the community, within the context of a supportive befriending relationship. Until the Covid pandemic, all our befriending took place in person, with befrienders visiting clients in their homes, and supporting those with the capacity to go out to engage with activities outside their home. When COVID restrictions rendered face-to-face meeting impossible, befriending was carried out by telephone, but our priority throughout 2021 has been to find ways to enable our clients and volunteers to meet safely and in person whenever possible.

Referrals come from NHS Social Prescribing, Adult Social Care, GPs, mental health services, the Police, other local charities and members of the community. Clients typically face a complex mix of social, emotional, mental or physical issues. Our clients to date have ranged in age from 26 to 100. The pandemic has caused a sharp increase in referrals for people struggling with mental ill-health.

During 2021, the first Community Angels 'Hub' was launched at St Saviour's Church. This group of 12 volunteers who are members of St Saviour's are intentionally matched with clients in central Guildford. Community Angels works alongside other projects in the church, such as the Meals for You programme, and the Hub volunteers form a peer-support group, enriching relationships within the church as well as between the church and the local community.

Volunteer support is a priority for Community Angels. In 2021 we have run 4 training days for new volunteers, quarterly peer support groups, and in June we launched monthly volunteer drop-in sessions at the Common Ground community café at Millmead church, which have proved very popular and an excellent way to for staff to get to know our volunteers better, leading to the best possible client-volunteer matches; for staff to have supportive conversations with volunteers; and for volunteers to feel part of the Chaplaincy community, building commitment to the project.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

STRATEGIC REPORT – ACHIEVEMENTS AND PERFORMANCE

THE PROJECTS

Volunteer chaplains

2021 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 were 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. The chaplaincy launched at Binscombe is working well and that for Dapdune is shortly to commence. A Trustee is providing pastoral oversight and support to volunteer chaplains. Plans are in hand to expand the volunteer chaplain service with the potential recruitment in 2022 of a coordinator.

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.

Following the very disrupted time in 2020 due to pandemic, 2021 saw Street Angels having to react to the ever changing level of restrictions for the night time economy. From lockdown in Q1 to fairly normal operations in Q3 and then the challenges of the Omicron variant. During lockdown the service was obviously suspended but when pubs reopened Street Angels were back on the streets helping to keep everyone safe.

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

Community Angels

During 2021, Community Angels received 127 referrals and supported 95 clients. A number of the unsuccessful referrals related to people suffering from a level of memory loss such that they would not be able to benefit from befriending. We have amended our application information to address this.

At all points of the year when COVID restrictions have allowed, we have supported our volunteers and clients to meet in person, observing testing and hygiene guidelines and meeting outdoors / through open windows and doors as appropriate. We have received a lot of appreciation for this in-person contact at a time when many agencies/services are not seeing clients in person. Our referrals all receive an in-person assessment in their home and many people remark that they are very grateful for this opportunity to see another person face-to-face.

It has been harder to support our clients to make community connections in 2021 than prior to the pandemic, as so many community groups have not been meeting, but we work hard to keep abreast

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

of opportunities and are encouraged that more are opening month by month. During 2021, we have supported clients to make social connections, including with neighbours; access community support (Guildford Hive, community transport, foodbank, meals delivery, community learning centre, CAP life skills) and access activities (knitting group, Walking for Health). We have supported clients through challenging life circumstances (bereavement, relationship breakdown with domestic violence); helped people to improve their living conditions, engage in physical activity and start leaving their home without a family member and have acted as an early warning system by raising awareness where needs are not being met.

We are extremely grateful to our volunteers for their time, energy and commitment, and to everyone who has supported Community Angels in 2021.

FUNDRAISING & COMMUNICATIONS

The Charity's Fundraising & Communications committee met quarterly during 2021 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.

The significant part of the Charity's income continues to be provided by generous gifts from supporting local Churches and individuals. This regular support has remained constant throughout a difficult year when many of our planned fundraising events had to be cancelled, scaled down, or postponed due to Covid restrictions. GTCC is particularly grateful for project based specific grant support from St Saviours church, Guildford Cathedral and St Lukes, Burpham church in 2021.

In recent years, the Charity has become increasingly reliant on grant funding. The Chaplaincy would like to gratefully acknowledge the most generous support in 2021 from The Surrey Police and Crime Commissioner, the Loseley Christian Trust, the University of Surrey, David Wilson Construction and Surrey County Council. Our local community partners, Guildford Rotary and the Co-op have also supported us financially, and we were honoured to have been selected to be the Charity of the Year for Guildford Walkfest.

Guildford Walkfest provided a tremendous opportunity for some 30 supporters to enjoy the Surrey Hills and raise an exceptional £6500 for the work of the charity. Concerts and a Christmas Tree festival organised by supporters were also held during the year, for which the charity is most grateful.

A free on-line quiz was also run during lockdown, 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. It was a real joy to be able to hold our annual Commissioning Service at Millmead Baptist church in person after an enforced break in 2020, to welcome 37 new volunteers to the Chaplaincy.

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

GTCC was delighted to receive two significant community awards in 2021. Community Angel volunteers were recognised by receiving the Mayor of Guildford's Award for Service to the Community 2021. The Chaplaincy was particularly proud to be awarded the Lord Lieutenant's Covid Award in "recognition, praise and gratitude for all they have done with courage and tenacity to continue to serve during the pandemic". We congratulate our committed volunteers on this outstanding achievement.

To keep supporters up to date with our activities, our informal in-house newsletter "Hark" continued to be produced three times a year, covering stories from our three projects. Following positive feedback the Charity produced its second electronic Annual Review in 2021, again 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 updating information leaflets to promote our projects. In 2021 the Charity increased its reach by establishing a dedicated YouTube channel and launched a few short promotional videos, including one designed to encourage recruitment of Street Angel volunteers. Plans are underway to produce a similar video to promote the Community Angel project in 2022. Encouragingly social media followers have continued to increase, up by 17% during 2021.

FINANCIAL REVIEW

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

In 2021 the Chaplaincy recorded a deficit of £5,371 (2020 surplus £4,182) compared to a budgeted deficit of £13,200. The principal reason giving rise to the better than budget outcome was the success of a number of grant applications and the success of the Walkfest sponsored event.

The key factor underpinning GTCC's financial viability continues to be the ongoing 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.

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.

The Balance Sheet at 31st December 2021 shows GTCC remains in a strong financial position with Unrestricted Reserves of £85k and Restricted Funds of £11k, the latter being grants received to assist with project funding in 2022.

In these uncertain times a generous level of Reserves provides confidence to the Trustees to continue to invest and expand our services. Due to the impact of the pandemic on isolation and loneliness demand for our Community Angels service has shown a significant increase. As noted earlier the

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

Trustees are planning an expansion of the Voluntary Chaplain service and our healthy financial position enables us to take this forward in 2022.

Whilst the financial outcome has been very good in recent years the board anticipates that deficits will be incurred from time to time. The board have set a 2022 budget for a deficit of £16.3k. In addition will be the costs of expanding the volunteer chaplain project which are estimated at c£11k for 2022.

Committed regular income represents only 40% of the resources required to meet budgeted expenditure. Fundraising to meet the gap is by its nature uncertain.. In view of the level of Reserves the board considers that it will have sufficient resources to fund its ongoing operations in 2022 and that a deficit budget for 2022 is manageable.

In summary 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.

RESERVES POLICY

The Trustees aim to maintain adequate cash reserves to protect the Chaplaincy against short term changes in its financial circumstances and the uncertain timing in receipt of income. The approach taken has been to assess and quantify the financial risk to each separate funding stream to which has been added the budgeted shortfall for 2022 of £16.3k. In order to allow the board sufficient opportunity to rectify such a shortfall in funding and to avoid the need for painful staffing cost cutting, the board considers it prudent to hold sufficient additional reserves to cover a second year of similar financial risk exposure. This policy requires Reserves totalling £75k at 31 December 2021. This equates to 9.8 months of 2022 budgeted expenditure.

Actual Reserves (both Restricted & Unrestricted) at 31 December 2021 totalled £96k. The board's strategic plan includes the expansion of the Volunteer Chaplain project with the employment of a part time Project Coordinator which will add a further £11,000 to the budget requirement for 2022. The surplus Reserves will enable this to be facilitated pending building up new funding streams for its ongoing support.

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:

Guildford Town Centre Chaplaincy

Report of the Trustees Year Ended 31st December 2021

- 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: 11 March 2022

Director's Signature: 

Signed By Director: Mr C Britton
(Chairman)

Approved by the Directors on : 11 March 2022

Director's Signature: 

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

INDEPENDENT EXAMINER'S REPORT

Report to the trustees/ members of Guildford Town Centre Chaplaincy on the accounts for the year ended 31st December 2021 set out on pages 14 to 26.

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

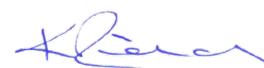
In the course of my examination, no matter has come to my attention:

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.

Keith Richards
Independent Examiners Ltd
2 Broadbridge Business Centre,
Delling Lane,
Bosham, PO18 8NF



Date 23rd March 2022

Guildford Town Centre Chaplaincy

Statement of Financial Activities Year ended 31 December 2021 (Incorporating Income & Expenditure Account)

		Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
	Note	£	£	£	£
Incoming Resources					
Donations, Grants & Other Income	4	56,860	27,470	84,330	74,143
Investment Income	5	52	0	52	168
Total income		56,912	27,470	84,382	74,311
Expenditure					
Expenditure on Charitable Activities	6,7	(58,617)	(31,136)	(89,753)	(70,129)
Total Expenditure		(58,617)	(31,136)	(89,753)	(70,129)
Net income and net movement in funds		(1,705)	(3,666)	(5,371)	4,182
Reconciliation of funds					
Total funds brought forward		86,989	14,536	101,525	97,343
Total funds carried forward		85,284	10,870	96,154	101,525

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 2021

		Unrestricted Funds	Restricted Funds	31/12/21 Total Funds	31/12/20 Total Funds
Note		£	£	£	£
FIXED ASSETS					
Tangible assets	12	0	0	0	0
		0	0	0	0
CURRENT ASSETS					
Debtors	13	3,621	0	3,621	2,113
Cash and deposits		82,917	10,870	93,787	101,372
		86,538	10,870	97,408	103,485
CURRENT LIABILITIES					
Creditors: amounts falling due within one year	14	1,254	0	1,254	1,960
Net Current Assets		85,284	10,870	96,154	101,525
NET ASSETS		85,284	10,870	96,154	101,525
FUNDS OF THE CHARITY					
Total Charity Funds	16	85,284	10,870	96,154	101,525

Guildford Town Centre Chaplaincy

Directors' Responsibilities

The directors are satisfied that for the year ended on 31st December 2021 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 13.

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: 11 March 2022 Approved by the Directors on: 11 March 2022

Director's Signature: 

Director's Signature: 

Signed By Director: Mr C Britton
(Chairman)

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

Notes to the Financial Statements

31stDecember 2021

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 23 Waterden Road, Guildford, GU1 2AZ.

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 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.

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.

Notes to the Financial Statements *(Continued)*

31st December 2021

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 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.

Notes to the Financial Statements (*Continued*)

31stDecember 2021

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.

Notes to the Financial Statements (*Continued*)

31st December 2021

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 2021

4. DONATIONS, GRANTS AND OTHER INCOME

	Unrestricted Funds	Restricted Funds	Year Ended 31.12.21	Year Ended 31.12.20
			£	£
Churches	24,780	12,000	36,780	25,563
Individuals	15,604	478	16,082	17,006
Sponsored events, fundraising and sundry income	7,186	842	8,028	1,319
Gift Aid	3,480	0	3,480	3,555
Business donations	2000	0	2000	0
Other organisations(Grants)	3,810	14,150	17,960	26,700
	56,860	27,470	84,330	74,143

5. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Year Ended 31.12.21	Year Ended 31.12.20
			£	£
Interest received	52	0	52	168
	168	0	168	168

Guildford Town Centre Chaplaincy

Notes to the Financial Statements *(Continued)*

31st December 2021

6. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Year Ended 31.12.21	Year Ended 31.12.20
Staff and volunteer costs (direct and indirect)	47,474	28,260	75,734	58,620
Recruitment and operation of Street Angels	997	2,226	3,223	3,440
Recruitment and operation of Community Angels	1,113	650	1,763	1,180
Recruitment and operation of Chaplaincy	1,253	0	1,253	620
Management and administration	6,065	0	6,065	4,371
Governance & Professional	1,715	0	1,715	1,898
Total Expenditure	58,617	31,136	89,753	70,129

Guildford Town Centre Chaplaincy

7 EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Year Ended 31.12.21	Year Ended 31.12.20
	£	£
Staff and volunteer costs	75,734	58,620
Recruitment and operation of Street Angels	3,223	3,440
Recruitment and operation of Community Angels	1,763	1,180
Recruitment and operation of Chaplaincy	1,253	620
Management and administration	6,065	4,371
Governance	1,715	1,898
	89,753	70,129

8. NET INCOME

Net income is stated after charging:

	Year Ended 31.12.21	Year Ended 31.12.20
	£	£
Depreciation of tangible fixed assets	0	0
	0	0

Guildford Town Centre Chaplaincy

Notes to the Financial Statements *(Continued)*

31st December 2021

9. INDEPENDENT EXAMINATION FEES

	Year Ended 31.12.21	Year Ended 31.12.20
	£	£
Fees payable to the Independent Examiner for:		
Independent examination of the financial statements	800	720

10. STAFF COSTS

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

	Year Ended 31.12.21	Year Ended 31.12.20
	£	£
Salaries and wages	73,722	56,860
Social security costs	548	687
Employer contributions to pension plans	1,464	1,073
	75,734	58,620

The average number of employees during the year was 4 (2020: 4). 2020 costs benefited from the receipt of furlough funds and the Chaplain has increased her number of working days to 4.

No employee received remuneration or benefits of more than £60,000 during 2021 or 2020.

Guildford Town Centre Chaplaincy

Notes to the Financial Statements *(Continued)*

31st December 2021

11. TRUSTEE REMUNERATION AND EXPENSES

The Trustees received no remuneration, expenses or other benefits from the Chaplaincy (2020 - £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 (2020: NIL)

13. DEBTORS

	Year Ended 31.12.21 £	Year Ended 31.12.20 £
General debtors including gift aid.	525	645
Prepayments and accrued income	3,096	1,468
	3,621	2,113

14. CREDITORS

	Year Ended 31.12.21 £	Year Ended 31.12.20 £
Creditors & Accruals	1,120	1,960
	1,120	1,960

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 £1,464 (2020- £1,073)

Guildford Town Centre Chaplaincy

Notes to the Financial Statements (*Continued*)

31st December 2021

16. ANALYSIS OF CHARITABLE FUNDS

	At 01.01.20 £	Income £	Expenditure £	At 31.12.21 £
General funds	86,989	56,912	58,617	85,284
Restricted funds:				
Volunteer Chaplains	0	478	0	478
Community Angels	10,333	18,150	22,858	5,625
Street Angels	3,263	8,842	7,338	4,767
Other	940	0	940	0
	14,536	27,470	31,136	10,870
	101,525	84,382	89,753	96,154

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 £5,880 from Trustees (2020: £4,580). There were no other related party transactions that require to be reported upon.