

ORIGINAL.

BICESTER SPIRITUALIST CHURCH

REGISTERED CHARITY NO. 1013339

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2020

AND

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31<sup>ST</sup> DECEMBER 2020

**BICESTER SPIRITUALIST CHURCH**  
**LEGAL AND ADMINISTRATIVE INFORMATION**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2020**

<b><u>Registered Name</u></b>	Bicester Spiritualist Church
<b><u>Registered Number</u></b>	1013339
<b><u>Principal Office</u></b>	The Clifton Centre Ashdene Road Bicester OX26 2BH
<b><u>Trustees</u></b>	Robert Gooch (Custodial Trustee) Anthony Plowman (Custodial Trustee) Lynn Beckett Rita Clifton Judith Plowman (General Secretary) Derek Taylor Sue Young (Treasurer)
<b><u>Bankers</u></b>	HSBC UK
<b><u>Independent Examiner</u></b>	Mrs H C Fanthome FCA, King Loose & Co St John's House, 5 South Parade, Summertown, Oxford OX2 7JL

**BICESTER SPIRITUALIST CHURCH**

**TRUSTEES' ANNUAL REPORT**

**FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2020**

The Trustees present their Report and Accounts for the period ended 31<sup>st</sup> December 2020. The accounts comply with the charity's constitution, the Charities Act 2011, and 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 – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

**The Charity's Trusts**

The Charity was registered on 4<sup>th</sup> August 1992 and is governed by model rules and constitution adopted 31<sup>st</sup> May 1992 and amended 24<sup>th</sup> October 2016.

**Legal and Administrative Information**

This information is given on page 1.

**Objects**

As set out in the Charity's governing documents, the Charity's objectives are:

- to advance the Christian religion in particular the Christian Spiritualist church

**Organisation of Services, Activities and Achievements during the Period**

Incoming funds are generated principally from rentals, together with monies from collections, private donations, and from fundraising events. As well as raising funds for the ongoing costs of running a parish, these events aim to build community within the parish and to raise awareness of the Charity in the wider community of Bicester.

The main activities for the public benefit in relation to the objectives of Bicester Spiritualist Church during the period were:

- the organisation and running of Bicester Spiritualist Church to enable those who wish to use it to assist the development of their Christian and spiritualist faith.
- the organising of regular religious services with a recognised medium and, where practical, allowing the public to join in and worship.
- the organising of healing sessions and facilitating healing workshops and training for the development of healing techniques.
- the provision of workshops for the development of Christian Spiritualism.

More specifically, during the period, the Trustees finalised the refurbishment projects, and continued to improve the security of the premises.

**BICESTER SPIRITUALIST CHURCH**

**TRUSTEES' ANNUAL REPORT (CONT'D)**

**FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2020**

**Future developments**

The ongoing of maintenance of the premises remains a priority, but considerations for improvements are always explored.

It is hoped that this continuing commitment to maintaining and enhancing the charity's resources, in a cost effective manner, will attract additional user groups to the premises.

**Public Benefit**

In reviewing the Charity's ongoing objectives and activities, the Trustees have considered the guidance set out in the Charity Commission's guidelines on public benefit, and are of the opinion that the objectives and activities are in total compliance therewith.

**Trustees**

The Trustees named on page 1 served during the period and up to the date of signing this report. There are no other Trustees.

**Appointment and Training of Trustees**

Trustees are appointed following selection based on their professional skills and/or representational qualities.

Induction and training of new Trustees is informal, mainly covered by word of mouth and attendance at meetings where policy decisions are taken, and matters of concern discussed. There is no specific training policy.

**Reserves Policy**

The Trustees consider that free liquid reserves amounting to six month's operating costs is prudent and advisable to cover the various uncertainties and risks in the current economic climate. These requirements are under constant review by the Trustees, who consider that the position at the period end date is in line with policy.

**Trustees Remuneration/Expenses**

No expenses are paid to Trustees other than to reimburse authorised disbursements incurred.

**Risk Management**

The Trustees have examined the major strategic, business and operational risks which the Charity faces or may face, and confirm that systems are in place to enable regular reports to be produced, so that the necessary steps can be taken to lessen any such risks.

The principal risks faced by the charity are:

- sustainability of rental incomes
- ability to maintain rental properties to a high standard, at reasonable cost
- maintaining, or increasing, the number of Trustees.

The Trustees are aware of these risks and, together with their professional advisers, keep the issues under constant review.

**BICESTER SPIRITUALIST CHURCH****TRUSTEES' ANNUAL REPORT (CONT'D)****FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2020****Statement of Trustees' responsibilities**

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- \* select suitable accounting policies and then apply them consistently;
- \* observe the methods and principles of the applicable Charities SORP;
- \* make judgements and estimates that are reasonable and prudent;
- \* state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- \* prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ascertain the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities SORP. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Approval**

This report has been approved by the Trustees and is signed on their behalf by:

Signed ..... *J. A. Plawman* .....  
(Trustee)

Date ..... *15<sup>th</sup> April 2021* .....

**BICESTER SPIRITUALIST CHURCH**

**SECRETARY'S ANNUAL REPORT**

**FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2020**

2020 BICESTER SPIRITUALIST CHURCH (BSC) has not had a normal type of year due to Covid-19 Virus and this Report is intended as a legal minutes document in lieu of AGM Minutes for 2020

BSC had a very good first quarter of 2020 with successful Divine Services, Coffee and cake with clairvoyance afternoon and completion of the Healing Group Assessments before BSC closed its doors on the 15th March 2020 on Government command and reopened for a very short period between September and November 2020.

At the time of writing of this report March 2021, BSC and The Clifton Centre are closed and will remain so until at least the end of June 2021.

There were no AGMs held in 2020 nor 2021 again due to the Government restrictions. Where possible the General Secretary has kept all the Trustees up to date with actions and information via email. There was one Management meeting in October when numbers were restricted and the meeting which was to have been held in January 2021 was postponed; future date yet to be agreed. Please be aware that in lieu of an AGM resolution regarding the confirmation of the accountant an email was sent and such an appointment was agreed; Messrs Kingloose shall continue for a further year.

Track and Trace, mask wearing, new wash hygiene stations were installed, the hall was measured out for safe meetings. Until otherwise advised by the government all such COVID precautions will be left in place.

Unfortunately, The Clifton Centre Hall bookings from Slimming World; Yoga Being, U3A the local Bicester History Society and our ad-hoc clients cancelled their bookings. Although Slimming World and the church were able to use the hall and church on a limited usage based on numbers able to attend and with all Covid-19 cleaning procedures and registering in place. BSC's other clients decided to stay closed until further notice. Our tenant KEA closed also 15th March 2020 and were given a rent-free-period which currently is extended to the 30th June 2021.

Derek (BSC Grants Co-ordinator) was advised from the various agencies regarding charitable grants that no grants were being given out and that the grants programmed was being restricted to services regarding the Covid-19 restrictions, food banks, etc.

Robert and I applied to Cherwell District Council (CDC) who in accordance with government guidelines, awarded COVID-19 grants to most businesses during the year in which businesses were under compulsory closure; and during 2020 BSC was awarded £10,000 which has enabled BSC to grant rent free periods to all users. BSC was also awarded through CJRS £1287 in respect of our furloughed employee.

Tony (Custodial Trustee) continued to maintain the buildings during the past year (2020) and various jobs were completed such as carpet cleaning, shelved the large furniture storage cupboard in the hall; built a new cleaning cupboard in the gents' toilets; new corner unit in the main lobby, the overhead lights being replaced which hopefully will help reduce the electricity bill. BSC purchased further IT equipment which Tony and Robert (Custodial Trustee) have installed such equipment being wifi, and an internal camera; this camera is generally for use by third parties who wish to use zoom and extend their coverage to people not present in the hall.

We again take this opportunity to thank all our trustees, volunteers, and mediums for showing their support over the past year and we hope to resume our services and community usage as soon as permitted.

Minister Judith A Plowman  
General Secretary Manager

**BICESTER SPIRITUALIST CHURCH**  
**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2020**  
**REGISTERED CHARITY NO. 1013339**

I report on the accounts of the charity, for the year ended 31<sup>st</sup> December 2020, which are set out on pages 5 to 7.

**Respective responsibilities of the trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity, and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
- to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- 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.

King Loose & Co  
 St John's House  
 5 South Parade  
 Summertown  
 Oxford OX2 7JL

*Heather C. Fanthome*  
 .....  
 H C FANTHOM FCA

Dated..... *22nd April 2021* .....

BICESTER SPIRITUALIST CHURCH

5.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31ST DECEMBER 2020 (CHARITY NO. 1013339)

	<u>2020</u>		<u>2019</u>	
	£	£	£	£
<b><u>RECEIPTS</u></b>				
Collection		763.17		1,557.31
Raffle		166.90		945.50
Tickets		1,120.00		3,016.00
Refreshments & donations		75.00		444.41
Open circle		476.00		449.00
Psychic PR & library		-		340.00
Xmas Draw		-		169.00
Rent		14,529.58		26,160.12
Book/DVD sales		1.30		19.60
CJRS (furlough) money		1,287.85		-
Government Grant		10,000.00		-
		<hr/>		<hr/>
		28,419.80		33,100.94
<b><u>PAYMENTS</u></b>				
Building repairs	6,881.48		3,825.36	
Refurb of changing rooms	-		54.99	
Heat/light/water	6,603.48		10,471.21	
Affiliation fee	50.00		20.00	
Insurance (inc PLI)	834.32		839.52	
Accountant	300.00		300.00	
Other (flowers, milk, stationery etc)	886.03		2,709.26	
Other expenses	8.65		105.54	
Medium expenses	1,160.00		2,532.50	
Wages	2,569.58		-	
Small Equipment purchases	1,011.57		-	
	<hr/>		<hr/>	
		(20,305.11)		(20,858.38)
<b>Net surplus</b>		<u><u>8,114.69</u></u>		<u><u>12,242.56</u></u>

**BICESTER SPIRITUALIST CHURCH**

6.

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31ST DECEMBER 2020 (CHARITY NO. 1013339)**

	<u>Notes</u>		<u>2020</u>		<u>2019</u>
		£	£	£	£
<b><u>FIXED ASSETS</u></b>					
Tangible Fixed Assets	2		247,153.10		247,153.10
<b><u>CURRENT ASSETS</u></b>					
<b><u>Cash and Bank</u></b>					
Community Account		44,163.46		36,048.77	
		<hr/>		<hr/>	
		44,163.46		36,048.77	
<b><u>CURRENT LIABILITIES</u></b>					
Creditors		<hr/>		<hr/>	
		-		-	
Net Current Assets			44,163.46		36,048.77
			<hr/>		<hr/>
<b>NET ASSETS</b>			<b><u>291,316.56</u></b>		<b><u>283,201.87</u></b>
<b><u>FUNDS</u></b>					
Unrestricted Funds B/Fwd			283,201.87		270,959.31
Surplus for the period			8,114.69		12,242.56
			<hr/>		<hr/>
<b>UNRESTRICTED FUNDS C/FWD</b>			<b><u>291,316.56</u></b>		<b><u>283,201.87</u></b>

Approved by the Trustees

  
JA PLOWMAN

  
A.W. PLOWMAN

Dated

*15<sup>th</sup> April 2021*

**BICESTER SPIRITUALIST CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2020**

**1. Accounting Policies**

**(a) Basis of preparation**

The accounts (financial statements) have been prepared on a receipts and payments basis.

**(b) Tangible Assets and Depreciation**

Tangible fixed assets held for the charity's own use are stated at cost.

**2. Tangible Fixed Assets**

Cost	<u>Building Equipment</u>		<u>Total</u>
	£	£	£
Brought forward 01.01.20	246,768	385	247,153
Additions	-	-	-
Disposals	-	-	-
Carried forward 31.12.20	<u>246,768</u>	<u>385</u>	<u>247,153</u>
<b>Depreciation</b>			
Brought forward 01.01.20	-	-	-
Charge for the period	-	-	-
Depreciation on disposals	-	-	-
Carried forward 31.12.20	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Book Value at 31.12.20</b>	<u><b>246,768</b></u>	<u><b>385</b></u>	<u><b>247,153</b></u>
Net Book Value at 31.12.19	<u>246,768</u>	<u>385</u>	<u>247,153</u>

All tangible fixed assets are used directly for charitable purposes.

**3. Trustees Remuneration/Expenses**

None of the Trustees receive a salary from the charity. No expenses are paid to Trustees other than to reimburse occasional, low-value authorised disbursements incurred.