

ASSOCIATION OF CHRISTIAN WRITERS

Trustees Report and Financial Statements for the year ended 31st March 2020

Company No. 03561444 (England & Wales)



Registered Charity No. 1069839

Trustees Report and Financial Statements

for the year ended 31st March 2020



SAM VANN & CO. Chartered Certified Accountants

S. K. Vanniasingham FCCA

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ASSOCIATION OF CHRISTIAN WRITERS

TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2020

COMPANY INFORMATION

Trustees / Directors

Mrs Angela Mary Hobday
Mrs Marion Osgood
Mrs Fiona Lloyd
Mrs Sylvia Boys (Appointed 01.09.2019)
Mr Daniel Cooke (Appointed 01.03.2020)
Ms Lorraine Smith (appointed 01.05.2020)

Trustee / Treasurer

Mrs Sylvia Boys (appointed Treasurer 01.04.2019)
Ms Lorraine Smith (appointed Treasurer 01.05.2020)

Charity Number:

1069839

Company Number:

03561444
Company Limited by Guarantee (England & Wales)

Administrator (Secretary):

Mrs Jane Brocklehurst (committee member only
appointed 06-05-2018)

Administrative and Registered Office:

28 Pembroke Way
Whitby
Yorkshire
YO21 1NT

Bankers:

Lloyds TSB Bank plc.
Farnham Branch
75 Castle Street
Farnham
Surrey
GU9 7LT

CCLA Investment Management Limited
COIF Charity Funds
80 Cheapside
London
EC2V 6DZ

Independent Examiner:

Sam Vann & Co.
Chartered Certified Accountants
31 Lee View
Enfield
Middlesex
EN2 8RY

ASSOCIATION OF CHRISTIAN WRITERS

TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2020

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ASSOCIATION OF CHRISTIAN WRITERS

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2020

The trustees' present their report and the financial statements for the year ended 31st March 2020.

Trustees

The trustees named above have served throughout the year unless stated otherwise. The trustees' appointments are governed by the Memorandum and Articles of Association whereby in which one third of the trustees are subject to retirement by rotation.

Powers of the Trustees

Subject to provision of the Act, the Memorandum and Articles of Association and to any directions given by special resolution, the business of the Charity shall be managed by the trustees who may exercise all the powers of the Charity. There are some eight specific powers mentioned in the Memorandum and Articles of Association.

Objectives and policies

The charity's objects are to advance the Christian religion by

- (i) the provision of training help and encouragement for current and prospective Christian writers, after training.
- (ii) working together with writers, editors, publishers, and users of literature to encourage mutual understanding and support in promotion of Christian writing.

The work of the Charity is carried out by volunteers, working under the direction of the Trustees.

Financial Review

The charity's (deficit) for the year was (£202) as compared to a (deficit) of £(7,108) in the previous year.

The total number of members as at 31st March 2020 were 716 (last year 775) which included 101 new members whilst resignations and other lapsed members were 160.

Statement of Trustees' Responsibilities

The trustees are required under the Charities Act 1993 to prepare financial statements each financial year, which give a true and fair view of the charity's financial activities during the year and of its position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- (a) Select suitable accounting policies and apply them consistently.
- (b) Make judgements and estimates that are reasonable and prudent.
- (c) State whether applicable accounting standards and statements of recommended practices have been followed, subject to any departures disclosed and explained in the financial statements.
- (d) 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 the financial position of the charity and which enable them to ascertain the financial position and which enable them to ensure that the financial statements comply with the applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other regularities.

Approval

This report was approved by the trustees on [23rd October 2020] and signed on their behalf.

 23/10/20
Mrs Fiona Lloyd

Chairman/Director

ASSOCIATION OF CHRISTIAN WRITERS

REPORT OF THE INDEPENDENT EXAMINER

FOR THE YEAR ENDED 31ST MARCH 2020

I report on the Financial Statements of the Association of Christian Writers for the year ended 31st March 2020 as set out on pages 3 to 7.

Respective responsibilities of the trustees and examiner

As the Charity's Trustees, you are responsible for the preparation of the financial statements. You consider that no audit is required [under section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2008] and that an independent examination is needed.

It is my responsibility to:

- * examine the accounts (under section 43 of the Act, as amended),
- * to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- * to state whether particular matters have come to my attention.

Basis of independent examiner's opinion

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's statement

Save as mentioned in the following paragraphs, 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 trustees have not met the requirements to ensure that:
 - a. proper accounting records are kept (in accordance with section 41 of the Act;) and
 - b. financial statements are prepared which agree with the accounting records and to comply with the accounting requirements of the Act
- (2) to which, in my opinion, attention should be drawn to enable a proper understanding of the financial statements to be reached.

As practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

Our work has been undertaken in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet 163>

SAM VANN & Co
Chartered Certified Accountants
31 Lee View
Enfield
Middlesex
EN2 8RY



Dated 23rd October 2020

ASSOCIATION OF CHRISTIAN WRITERS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2020

	Notes	<u>2020</u> £	<u>2019</u> £
<u>INCOMING RESOURCES</u>			
Subscriptions, Conference and Other Income	2	23,030	26,586
Interest Receivable	4	<u>52</u>	<u>81</u>
Total Incoming Resources		<u>23,082</u>	<u>26,667</u>
<u>RESOURCES EXPENDED</u>			
Administration Expenses		(23,284)	(33,775)
Total Resources Expended		<u>(23,284)</u>	<u>(33,775)</u>
<u>(DEFICIT)/SURPLUS FOR THE YEAR</u>		<u>(202)</u>	<u>(7,108)</u>
<u>Net Movement in funds for the Year</u>			
(Deficit)/Surplus for the Year		(202)	(7,108)
Fund balances as at 1 st April 2019		21,937	29,045
Discretionary Fund		-	-
Equipment Renewal Fund		305	305
Promotional Budget Fund		<u>-</u>	<u>-</u>
Fund Balances carried forward 31 st March 2020		<u>22,040</u>	<u>22,242</u>

There were no recognised gains and losses other than those shown above.

The notes on pages 5 to 7 form part of these financial statements.

ASSOCIATION OF CHRISTIAN WRITERS

BALANCE SHEET AS AT 31ST MARCH 2020

	<u>Notes</u>	<u>2020</u> £	<u>2019</u> £
<u>FIXED ASSETS</u>			
Tangible assets	5	-	-
<u>CURRENT ASSETS</u>			
Debtors	6	129	490
Cash at bank	7	<u>25,351</u>	<u>27,534</u>
		25,481	28,024
Creditors: Amounts falling due within one year	8	(3,441)	(5,782)
		<u>22,040</u>	<u>22,242</u>
<u>NET CURRENT ASSETS</u>		22,040	22,242
Creditor - Amount falling due after more than one year	9	(-)	(-)
<u>NET ASSETS</u>		<u>22,040</u>	<u>22,242</u>
<u>FUND BALANCES</u>			
Balance as at 1 st April 2019		21,937	29,045
Surplus/(Deficit) for the Year		(202)	(7,108)
Discretionary Fund		-	-
Equipment Renewal Fund		305	305
Promotional Budget Fund		-	-
		<u>22,040</u>	<u>22,242</u>

For the year ended 31st March 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees/Directors responsibilities.

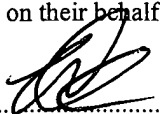
The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the Trustees/Directors and signed on their behalf on [23rd October 2020]

.....
Trustee/Director
(Mrs Fiona Lloyd)


.....
Trustee/Director
(Ms Lorraine Smith)

23.10.20

The notes on pages 5 to 7 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2020

1.1 Basis of preparation of accounts

The Charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirements to prepare a cash flow statement on the grounds that it is a small charity.

Income (including taxation recoverable on deeds of covenant and gift aid receipts) and expenses are included in the financial statements in accordance with the accrual's basis of accounting. Income represents subscriptions and other fees receivable net of Value Added Tax

1.3 Tangible fixed assets and depreciation

Office Equipment	25% per annum on written down value
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	<u>2020</u>	<u>2019</u>
	£	£
Analysis by: -		
Members Subscriptions	20,893	17,202
Conference	-	-
Writers Days	1,828	1,965
Competition Entries	48	29
London International Conference Centre	-	-
Donations	183	1448
Other Income	-	-
Gift Aid Refund	-	-
Sales	-	-
Publishing	<u>79</u>	<u>5,942</u>
	<u>23,030</u>	<u>26,586</u>

The operating (deficit)/surplus is stated after charging: -

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ASSOCIATION OF CHRISTIAN WRITERS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2020 (cont'd)

	<u>2020</u>	<u>2019</u>
4. <u>INTEREST RECEIVABLE</u>		
Bank and other interest receivable	<u>52</u>	<u>81</u>
	<u>52</u>	<u>81</u>
5. <u>TANGIBLE FIXED ASSETS</u>	<u>Office Equipment</u>	<u>Total</u>
<u>COST</u>		
Cost as at 1 st April 2019	-	-
Additions	-	-
Disposals	(-)	(-)
At 31 st March 2020	<u>-</u>	<u>-</u>
<u>DEPRECIATION</u>		
Balance at 1 st April 2019	-	-
On Disposals	-	-
Charge for year	(-)	(-)
At 31 st March 2020	<u>-</u>	<u>-</u>
<u>WRITTEN DOWN VALUE</u>		
At 31 st March 2020	<u>-</u>	<u>-</u>
At 31 st March 2019	<u>-</u>	<u>-</u>
6. <u>DEBTORS</u>		
Pre-payment	130	490
Members Subscriptions Due	<u>-</u>	<u>-</u>
	<u>129</u>	<u>490</u>
7. <u>CASH AT BANK</u>		
Lloyds TSB Current Account	10,023	12,290
Lloyds TSB EFM Account	5	5
CCLA Investment Management Ltd	<u>15,323</u>	<u>15,239</u>
	<u>25,351</u>	<u>27,534</u>
8. <u>CREDITORS</u>		
Amounts falling due within one year: -		
Accruals	3,264	3,694
Deferred Income	<u>177</u>	<u>2,088</u>
	<u>3,441</u>	<u>5,782</u>
9. <u>CREDITORS AMOUNT FALLING DUE AFTER ONE YEAR</u>		
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

ASSOCIATION OF CHRISTIAN WRITERS

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2020

	<u>2020</u>		<u>2019</u>	
	£		£	
<u>INCOME</u>		23,030		26,586
Add Interest Receivable		<u>52</u>		<u>81</u>
		23,082		26,667
 <u>ADMINISTRATIVE EXPENSES</u>				
Materials	-		-	
Advertising	-		-	
Insurance	550		550	
Competitions	-		-	
Committee Retreat	4,190		2,476	
Postage, printing, and stationery	521		318	
Telephone	-		-	
Conference	-		-	
London International Conference Centre	816		-	
Travelling expenses	2,821		1,343	
Legal and professional	-		-	
Writers' Days	-		4,502	
Magazine Christian Writer	9,819		12,600	
Publications	22		6,286	
Independent Examiner's Fees	420		420	
Gift	-		2,220	
Bank Charges	439		495	
Other Expenses	1,807		1,333	
Promotion Budget	-		-	
Christian Resources Together	1,879		1,232	
Disposal of Old Computer - written off	-		-	
Equipment Renewal	-		-	
Depreciation – Equipment	-		-	
	<u>23,284</u>	<u>33,775</u>	<u>33,775</u>	<u>33,775</u>
 OPERATING (DEFICIT)/SURPLUS		(202)		(7,108)
 <u>INTEREST PAYABLE</u>				
Bank overdraft	-		-	
Bank Loan	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 (DEFICIT)/SURPLUS FOR THE YEAR		<u>(202)</u>		<u>(7,108)</u>