

FARNHAM CHRISTIAN COMMUNITY TRUST

(A COMPANY LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED: 31ST DECEMBER 2003

CHARITY NUMBER: 1079778
COMPANY NUMBER: 03904828

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FARNHAM CHRISTIAN COMMUNITY TRUST

FOR THE YEAR ENDED 31ST DECEMBER 2003

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FARNHAM CHRISTIAN COMMUNITY TRUST
FOR THE YEAR ENDED 31ST DECEMBER 2003
LEGAL AND ADMINISTRATIVE INFORMATION

Status

The organisation is a charitable company limited by guarantee, incorporated on 11th January 2000 and registered as a charity on 9th March 2000.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Trustees

David Powell
Kenton Sparks
Jane Still
Robert Renfrew

Secretary

Kenton Sparks

Registered Office

Sands Lodge, Leigh Lane, Farnham, Surrey, GU9 8HP.

Accountants

Maxwell & Co, Chartered Accountants & Registered Auditors,
10 St Georges Yard, Farnham, Surrey GU9 7LF.

Bankers

CafCash Limited, Kings Hill, West Malling, Kent, ME19 4TA.

FARNHAM CHRISTIAN COMMUNITY TRUST
REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31ST DECEMBER 2003

The Management Committee presents its report and the financial statements for the year ended 31st December 2003.

Activities

The company is a charity whose purpose is to help fulfil the Great Command (Matthew 25:31-47) and the Great Commission (Matthew 28:18-20) by helping to release Dreams and Visions of Christians in Farnham, who wish to work together in the Farnham area for these ends.

The net incoming resources for the year amounted to £14,510 and this amount has increased general reserves.

Youth Initiatives

i) Drop-in Centres

The Hub has continued successfully during 2003, run during the school holidays and weekly from the Methodist Hall in South Street. The Cooler has continued to grow, and will shortly be starting two evenings a week. The Pulse had to close in the autumn due to a lack of venue, but should be starting again in the Spring of 2004.

ii) Pure Sport

This takes place on the second Saturday in the month and the whole of the Farnham Sports Centre is taken over and a variety of events are run, including swimming, football, bouncy castle and trampolining. This is run in two sessions for primary and secondary schools ages and numbers have increased steadily, drawing children from a wide variety of backgrounds. Numbers are good, with in excess of 200 young people over the two sessions.

iii) Farnham Assemblies Team

Known affectionately as the "FAT Ladies", this team is taking assemblies in 20 of the 22 schools in the area, as well as assisting with lesson plans, schools trips and other activities. There has been a tremendously positive response from the schools and the team is now seen as very much part of the schools life. Demand is currently in excess of our resources, and we are actively looking to recruit a full time Children's worker to look at after school activities as well as helping with the existing demand.

iv) Secondary Schools Work

We have been actively involved at both Weydon and Heath End Schools where we take lessons and assemblies, the highlight of which is our Christian Focus Week, which gives us exposure to every child in the school through RE lessons and assemblies.

The Christian Focus Week is normally concluded with a concert, both with local groups and a Christian band.

FARNHAM CHRISTIAN COMMUNITY TRUST
REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31ST DECEMBER 2003 (CONT/D)

Other Initiatives

i) Work with the Elderly

This has been an exciting and positive aspect of the development of our work with Praise and Worship sessions being expanded to include monthly services in 4 residential homes, a Pie and Pint Club for single retired men and a Befriending Scheme in its early stages. The main development has been the launch of our monthly Sunday Lunch clubs in Central Farnham and Hale, with over a hundred guests and a similar number of volunteers on the team.

ii) Outreach

FCCT supports a number of outreach initiatives, such as the Alpha Course and visits from guest speakers such as Ian McCormack.

iii) Other Areas

FCCT supports a range of local charities and initiatives working with all ages, including parenting and musical events. We are running a number of parenting classes for those with children of all ages, and have supported Options, a local pregnancy crisis centre and their schools worker, the Bourne CYI, and Farnham Youth Project. We have also funded a benefits worker for the CAB, who has as at the date of this report gained over £400,000 of additional benefits per annum for the elderly.

Full details of our activities are included in our Annual Review, a copy of which is available free of charge from our registered office.

Reserves Policy

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be at least three months of the resources expended, which, on an ongoing basis represents £50,000 in general funds. At this level the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. As at the year-end the free reserves stood at £83,120.

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice, and

- select suitable accounting policies and then apply them consistently:
- make judgements and estimates that are reasonable and prudent: and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

FARNHAM CHRISTIAN COMMUNITY TRUST

REPORT OF THE MANAGEMENT COMMITTEE

FOR THE YEAR ENDED 31ST DECEMBER 2003 (CONT/D)

Trustees

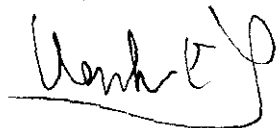
The Trustees who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31st December 2003 was 4.

All the trustees, being eligible, offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part VIII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on 26/4/2004 and signed on its behalf by:



Mr. K. E. Sparks (Director)

FARNHAM CHRISTIAN COMMUNITY TRUST
FOR THE YEAR ENDED 31ST DECEMBER 2003
ACCOUNTANTS' REPORT TO THE SHAREHOLDERS ON THE UNAUDITED ACCOUNTS
OF
FARNHAM CHRISTIAN COMMUNITY TRUST LIMITED

We report on the accounts for the year ended 31st December 2003 set out on pages 6 to 12.

Respective responsibilities of directors and reporting accountants

As described on page 5 the trustees, who are also the directors of Farnham Christian Community Trust Limited for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion,

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- a the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- b having regard only to, and on the basis of, the information contained in those accounting records:
 - i the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - ii the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Maxwell & Company,
Reporting Accountants,
10 St Georges Yard,
Farnham, Surrey GU9 7LF.

26/4 / 2004

FARNHAM CHRISTIAN COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31ST DECEMBER 2003

	Notes	Total Funds 2003 £	Total Funds 2002 £
Incoming Resources:			
Unrestricted donations	2	183,573	182,602
Restricted donations	2	-	3,625
Grants	2a	28,850	-
Activities to further the charity's objects:			
Income from events	3	9,500	8,280
Bank interest received		3,226	3,147
Total Incoming Resources		225,149	197,654
Restricted Donations Expended		3,189	436
Resources Expended:			
Costs of generating funds:			
Fund-raising and publicity		1,925	2,852
Charitable Expenditure:			
Youth events	4a	22,503	15,328
Youth & Elderly workers	6	96,991	65,647
Other events	4a	14,173	19,323
Management and administration	4b	51,783	43,014
Grants to other organisations	4c	17,278	2,735
Total Resources Expended		207,842	149,335
Depreciation		2,797	2,392
Net Outgoing Resources:			
Net Incoming/(Outgoing) for the year	5	14,510	45,927
Reserves brought forward		68,610	22,683
Total Funds at 31st December 2003		83,120	68,610
Restricted Funds		-	3,189
Unrestricted Funds		83,120	65,421
Total Funds at 31st December 2003		83,120	68,610

FARNHAM CHRISTIAN COMMUNITY TRUST

BALANCE SHEET AS AT 31ST DECEMBER 2003

	Notes	£	2003	£	£	2002	£
Fixed Assets:							
Office equipment	8			5,998			7,176
Current Assets:							
Stocks			351			513	
Cash at bank and in hand			78,182			66,239	
Other debtors			4,637			75	
				83,171		66,827	
Creditors: amounts falling due within one year	9		(6,048)			(5,393)	
Net Current Assets				77,122			61,434
Net Assets				83,120			68,610
Unrestricted Funds:							
General funds				83,120			65,421
Restricted Funds				-			3,189
Total Funds				83,120			68,610

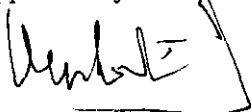
The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the period ended 31st December 2003.

The trustees have not required the company to obtain an audit of its financial statements for the period ended 31st December 2003 in accordance with Section 249B(2) of the Companies Act 1985.

These accounts are prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities, the special provisions of Part VII of the Companies Act 1985 relating to small entities and the Financial Reporting Standard for Smaller Entities (effective June 2002).

The trustees acknowledge their responsibilities as set out on page 5.

Approved by the Trustees on 26/11/2004 and signed on its behalf by:



Kenton Sparks (Director)

FARNHAM CHRISTIAN COMMUNITY TRUST

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2003

1. Accounting Policies

- (a) The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in October 2000.
- (b) Voluntary income is received by way on donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- (d) Incoming resources from various events is included when receivable.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (f) Resources expended are allocated to the particular activity where the cost relates directly to that activity. The cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which is an estimate, based on staff time, of the amount attributable to each activity:

Charity Shop	0%
Fund-raising and publicity	15%
Advice and information	20%
Outreach work	20%
Training project	30%
Management and administration of the charity	15%
- (g) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years. Items of equipment are capitalised where the purchase price exceeds £500.
- (h) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposed and are available as general funds.
- (i) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- (j) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

FARNHAM CHRISTIAN COMMUNITY TRUST

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2003 (contd.)

2. Donations	2003	2002
	£	£
Unrestricted donations	173,204	159,984
Gift Aid recovered	10,369	22,618
Restricted donations	-	3,625
Total income from donations	<u>183,573</u>	<u>186,227</u>

Included in unrestricted donations received is an amount of £126,000 (2002:£151,500) from Wentforth Consultancy Limited of which Mr. K. Sparks is a director, and £25,000 (2002:Nil) from Mrs. H. Sparks. In addition the Trust received an unrestricted donation of £6,000 (2002:£1,000) from Mr D Powell

2a. Grants

Grants were received from Surrey Connexions (£12,500), Rowledge Parish (£8,100) and Beacon Wey (£3,250) specifically to support Rowledge and Beacon Wey Staff costs. Surrey Connexions also made a Grant of £5,000 to support the Minibus Project.

3. Incoming resources from activities to further the charity's objects

	2003	2002
	(Unrestricted)	(Unrestricted)
	£	£
Sports centre	2,506	3,222
Other youth events	3,605	2,607
Other Christian events	3,389	2,451
Total income from activities	<u>9,500</u>	<u>8,280</u>

4. Resources expended

	2003	2002
	(Unrestricted)	(Unrestricted)
	£	£
a) Events		
Sports centre	3,696	3,548
Other youth events	18,807	11,780
Total Youth events	<u>22,503</u>	<u>15,328</u>
Other Christian events	14,173	19,323
Total events	<u>36,676</u>	<u>34,651</u>

FARNHAM CHRISTIAN COMMUNITY TRUST

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2003 (contd.)

4. Resources expended contd.

	2003 (Unrestricted) £	2002 (Unrestricted) £
b) Management & administration		
Property expenses	17,634	11,480
Office expenses	11,936	14,166
Office salaries	10,255	9,287
Travelling expenses	1,302	400
Professional fees	6,127	3,295
Repairs & renewals	1,229	2,017
Recruitment & training	3,271	2,366
Bank charges	29	3
Total	<hr/> 51,783 <hr/>	<hr/> 43,014 <hr/>

	2003 (Unrestricted) £	2002 (Unrestricted) £
c) Grants		
Other organisations	13,650	2,735
Individuals	3,628	-
Total	<hr/> 17,278 <hr/>	<hr/> 2,735 <hr/>

5. Net incoming resources for the year

This is stated after charging:

	2003 £	2002 £
Depreciation	2,797	2,392
Management committee's remuneration	-	-
Accountants remuneration	588	646
Audit services	-	-
	<hr/> 3,385 <hr/>	<hr/> 3,038 <hr/>

FARNHAM CHRISTIAN COMMUNITY TRUST
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2003 (contd.)

6. Staff Costs and numbers

Staff costs were as follows:	2003	2002
	£	£
Youth workers	54,456	61,320
Elderly workers	10,850	-
Rowledge / Beacon Wey	25,740	-
Social security	5,945	4,328
	<u>96,991</u>	<u>65,647</u>
Administration	9,690	8,997
Social security	565	290
	<u>10,255</u>	<u>9,287</u>

No employee received emoluments of more than £50,000.

	2003	2002
	£	£
Trustees remuneration	-	-

No expenses were reimbursed to trustees.

The numbers of employees at the end of the year, calculated on the basis of full time equivalents, was as follows:

	2003	2002
	No	No
Youth workers	3	4
Elderly workers	1	
Administration	1	1
	<u>5</u>	<u>5</u>

7. Taxation

The charitable company is exempt from corporation tax on its charitable activities.

FARNHAM CHRISTIAN COMMUNITY TRUST
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2003 (contd.)

8. Fixed Assets

	Office equipment
	£
Cost	9,568
Additions	1,619
	<hr/>
At 31 December 2003	11,187
	<hr/>
Depreciation	
Accumulated b/fwd	2,392
Charge for year	2,797
	<hr/>
At 31 December 2003	5,189
	<hr/>
Net Book Value	
At 31 December 2003	5,998
	<hr/>
At 31 December 2002	7,176
	<hr/>

9. Creditors: amounts falling due within one year

	2003	2002
	£	£
Trade creditors	1,949	-
Taxation & social security	2,051	1,512
Other creditors and accruals	2,048	3,881
	<hr/>	<hr/>
	6,048	5,393
	<hr/>	<hr/>

9. Transactions with the Trustees and Connected Persons

Included within Youth Workers Staff costs is an amount of £416 (2002:Nil) paid to Mrs. E. Powell.
Included within Management and Administration Resources Expended (Professional Fees) is an amount of £5,245 (2002:£3295) paid to Financial Care Partnership Ltd. of which Mr. D. Powell is a Director.