

Avery Hill Charitable Trust

(A Company Limited by Guarantee)

Report and Financial Statements

Year Ended 28th February 2013

Charity Number: 1103393
Company Number: 5039769

WEDNESDAY



A2G7QIL5

A18

04/09/2013

#180

COMPANIES HOUSE

Avery Hill Charitable Trust

Contents	Page
Report of the Trustees	1
Reference and administrative information	
Structure, governance and management	
Objectives and activities	
Achievements and performance	
Financial review	
Plans for future periods	
Trustees' responsibilities in relation to the financial statements	
Independent examiner	
Report of the Independent Examiner	5
Statement of financial activities	6
Balance Sheet	7
Notes forming part of the financial statements	8

Avery Hill Charitable Trust

Report of the trustees for the year ended 28th February 2013

The trustees are pleased to present their report together with the financial statements of the charity for the year ending 28th February 2013

Reference and administrative information

Charity and Company Number

Charity number 1103393

Company Number 5039769

Registered Office and Church Premises

Southspring, Sidcup, Kent DA15

Trustees and Directors

The directors of the charitable company (the charity) are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees

Mr P Piper, Chair

Mr M Barnes

Mrs M Day

Mrs D Hutchinson

Minister

Rev R Stevens

Children's Youth and Families Worker

Mr A Masters

Independent Examiner

Mr S Mathews, Stewardship, PO Box 99, Loughton, Essex, IG10 3QJ

Bankers

Santander

PO Box 10102, 21 Prescott Street, London, E1 8TN

Structure, Governance and Management

Avery Hill Charitable Trust is a charitable company limited by guarantee, incorporated on 10th February 2004 and registered as a charity on 26th April 2004. Church activities are carried out under the name of Avery Hill Christian Fellowship. The company was established under a Memorandum of Association, which set the objects and powers of the charitable company and is governed under its Articles of Association. Membership is open to those over 18 who subscribe to the Statement of Beliefs contained in the Memorandum and Articles of Association and are accepted by the Board of trustees. There are currently eight members (four in 2012) of the Company, each of whom agrees to contribute £1 in the event of the charity winding up.

In accordance with the Articles of Association the minimum number of Trustees is three. Each year one third of the Trustees are to retire and be available for election at the AGM. No person may be appointed a Trustee unless over the age of eighteen years of age and subscribes to the Statement of Beliefs. It is expected that new Trustees will be appointed from within the church. The board of trustees currently consist of four people who meet on a regular basis to administer the charity.

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems designed to mitigate those risks. The risk of significant shortfall in funding is mitigated by the reserving policy. Internal risks are minimised by the

Avery Hill Charitable Trust

implementation of procedures for authorisation of all transactions and projects. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Objectives and activities

The company is a charity and exists to advance the Christian faith throughout the world including the worship of God, the instruction and edification of Christians, the care and Christian instruction of young people and children and the evangelisation of non-Christians. In addition the charity exists to relieve poverty, hardship, sickness and distress among all peoples of the world, promote education and training and to support such other charities and charitable purposes as the Trustees shall decide. To achieve these objects the charity undertakes a number of activities.

The church meets at Southspring, on the Avery Hill estate in South East London. Worship meetings take place on a Sunday with weekly bible study and prayer meetings held at the church or in smaller groups in homes around the locality. Sunday school and a young peoples group also operate on a Sunday morning. During the week there are clubs for young people and the elderly held at the church premises as well as a parent and toddlers group and a card making club. The church is also active in the community running an after school club at the local primary school, providing input for religious education lessons and assemblies as well as involvement in the local Sure Start Centre. The local community police panel for the Avery Hill ward also meet at the church. The charity also supports charities whose operations meet the objects of the charity.

Achievements and performance

It has been another active year with some 110 people attending church services on a regular basis. The main service is our weekly Sunday worship meeting which during the course of the year saw a number of special services including Missions Sunday, baby dedications, a wedding blessing, Easter and Christmas carol services. Church members also meet in five home groups throughout the area. The church hosted a New Wine healing day at which over 60 people attended from the local New Wine network of churches.

During the year the church continued to work in the local community through the provision of an after school club at the local primary school and a drop-in meeting for the elderly and a thriving parent and toddlers group both of which meet at the church. In July, the church took part in the Big Lunch initiative opening up its building to provide food, games and crafts for people in the community. The event was well attended with over 200 people joining in the fun. Members of the church supported the Lark in the Park summer celebration held in Sidcup over two weeks. Two ladies meetings were also held with over 30 women attending each one.

The church continued to support cross cultural mission through iNet which is a charity that provides financial and spiritual advice, training and information to a number of missionaries based overseas. The church also provides direct financial support to two families working overseas, one based in the Lebanon and the other in Bulgaria. The organisation also supported XLP a charity based in South East London working with young people.

Two new initiatives were commenced during the year. The first was the launch of the Bexley Foodbank and Information Point in October. The Bexley Foodbank is part of the Trussell Trust network and provides emergency food relief to those who have suffered a change in circumstances by providing nutritious meals for up to five days. By the end of February eight tonnes of food had been collected with over 210 people provided with food totalling 17 tonnes. The Foodbank is open two days a week and is staffed on a voluntary basis by some 30 people from local churches and members of the public. The Information Point which is open at the same time as the Foodbank provides a range of information to people from the local community.

The second new initiative is the provision of an after school club for 11-18 year olds. Oasis commenced in January meeting in the church and provides a drop in for the youth of the area. Activities include video games, nail painting, table tennis and a tuck shop. The aim is to provide a safe environment for young people to meet together and form friendships. The

Avery Hill Charitable Trust

project is led by Amy Ghinn who was previously an XLP student based at Avery Hill but from September has been employed as a youth intern

The Trustees have complied with the duty to have due regard to the public benefit guidance published by the Charity Commission in December 2008

Financial review

Total income for the year amounted to £126,305 compared to expenditure of £110,619 resulting in a surplus of £15,686. The net incoming resources for the year of £15,686 were attributable to a general fund surplus of £17,088 which was partially offset by a deficit on restricted activities of £1,402. The general reserves now stand at £127,054 of which £5,000 is in a designated fund. The Trustees consider that unrestricted funds not committed or invested in tangible assets ("the free reserves") held by the charity should be in the order of six months salary, rent and other church expenses, approximately £50,000. As at the 28th February 2013 free reserves were significantly above this amount but are expected to reduce in the future.

The Trustees have considered the most appropriate policy for investing funds and that short-term deposits meet the requirement to provide income without restricting access to the funds.

Plans for future periods

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. These include

Weekly worship service
Midweek meetings and home groups
Children's and youth meetings
Parent & Toddlers group
The Big Lunch
After school clubs at Alderwood School and the church
Drop-in for older people
Bexley Foodbank and Information Point

In addition a church weekend away at High Leigh Conference Centre is to be held in March 2014.

It is planned to appoint a paid part time manager for the Foodbank during the course of the year.

Trustees' responsibilities in relation to the financial statements

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 2006. 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.

Avery Hill Charitable Trust

Independent examiner

The Trustees intend to ask the existing examiner to undertake the independent examination of the charity next year

Signed on behalf of the trustees

A handwritten signature in black ink, appearing to read 'P J Piper', written in a cursive style.

P J Piper (Chairman)

13th August 2013

Avery Hill Charitable Trust

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF AVERY HILL CHARITABLE TRUST

I have examined the accounts for the year ended 28th February 2013 on pages 6 to 10 following which have been prepared on the basis of the accounting policies set out on page 8

Respective responsibilities of the Directors/Trustees and Examiner

The directors/trustees of the company are responsible for the preparation of accounts, they consider that the audit requirements under Section 144 of the Charities Act 2011 do not apply but that an independent examination is needed. I have been appointed to conduct an Independent Examination required by Section 145 of the Charities Act, 2011 and to report in accordance with the regulations made under Section 145 of that Act. It is my responsibility to examine the accounts, without performing an audit, and to report to the trustees

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- (1) examine the accounts under Section 145 of the Charities Act 2011,
- (2) follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5)(b) of the Charities Act 2011,
- (3) state whether particular matters have come to my attention

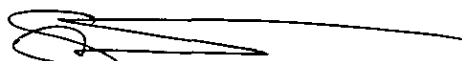
Basis of Examiner's Statement

This report is in respect of an examination carried out under Section 145 of the Charities Act 2011, and 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 a review of the accounts and making such enquiries as are necessary for the purpose of this report. 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 view given by the accounts

Examiner's Statement

In my opinion -

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept in accordance with section 386 of the Companies Act 2006, or that the accounts presented do not accord with those records, or comply with the accounting requirements of section 396 of the Companies Act 2006. No matter has come to my notice in connection with my examination to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts



Stephen Mathews, FCA
Stewardship
PO Box 99, Loughton
Essex, IG10 3QJ

28 August 2013

Avery Hill Charitable Trust

Statement of Financial Activities (Including Income and Expenditure account) for the year ended 28th February 2013

	<i>Notes</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds 2013</i>	<i>Total Funds 2012</i>
Incoming Resources					
Incoming resources from generated funds:					
Voluntary Income	2	117,159	8,076	125,235	102,772
Investment income	3	12	-	12	14
Incoming resources from charitable activities	4	558	500	1,058	6,287
Other incoming resources		-	-	-	-
Total Incoming Resources		117,729	8,576	126,305	109,073
Resources Expended					
Charitable activities	5	99,991	9,978	109,969	105,040
Governance costs		650	-	650	630
Total Resources Used		100,641	9,978	110,619	105,670
Net Incoming (Outgoing) Resources for the Year before Transfers		17,088	(1,402)	15,686	3,403
Net Incoming (Outgoing) Resources for the Year	8	17,088	(1,402)	15,686	3,403
Reconciliation of Funds					
Total Funds brought forward		109,966	11,027	120,993	117,590
Total Funds carried forward		127,054	9,625	136,679	120,993

Avery Hill Charitable Trust

Balance Sheet as at 28th February 2013

		2013	2012
	Notes	£	£
Tangible Assets	9	3,768	5,024
Current Assets			
Debtors		13,919	11,229
Prepayments		1,155	1,110
Cash at bank		<u>120,272</u>	<u>105,780</u>
		135,346	118,119
Creditors: amounts falling due within one year			
Accruals		<u>(2,435)</u>	<u>(2,150)</u>
Net Current Assets		132,911	115,969
Net Assets	10	<u>136,679</u>	<u>120,993</u>
Unrestricted Funds			
General Fund		122,054	104,966
Designated		5,000	5,000
Restricted Funds		9,625	11,027
Total Funds	11	<u>136,679</u>	<u>120,993</u>

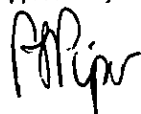
For the year ended 28th February 2013, the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies

Responsibilities of trustees

- (a) The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act - however, in accordance Section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report forms part of this document
- (b) The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the provisions applicable to companies subject to the small companies regime

Approved by the board of Trustees on the 12th August 2013 and signed on its behalf by



P Piper
Trustee

Company number 5039768
Charity number 1103393

The notes on pages 8 to 10 form part of these accounts

Avery Hill Charitable Trust

Notes forming part of the financial statements for the year ended 28th February 2013

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention in accordance with the recommendations in *Accounting and Reporting by Charities Statement of Recommended Practice (revised 2005)*
- b) Income is received by way of donations and gifts and is included in full in the Statement of Financial Activities in the year in which they are receivable
- c) Incoming resource from investment income is included when receivable
- d) Resources expended are recognised in the period in which they are incurred
Resources expended include attributable VAT, which cannot be recovered
- e) Items of equipment are capitalised where the purchase price is above £2,500
- f) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds
- g) Restricted funds are to be used for specified purposes as laid down by the donor
Expenditure, which meets these criteria, is charged to the fund

2. Voluntary Income

Voluntary income consists of donations funded by those attending Avery Hill Christian Fellowship

3. Investment income

Investment income comprises interest on deposit with the charity's bankers totalling £12 (£14 in 2012)

4. Incoming resources from charitable activities

	Unrestricted	Restricted	2013 Total	2012 Total
	£	£		£
Hall Letting	225	-	225	50
Church Weekend Away	-	230	230	5,821
Parent & Toddler Group	-	270	270	320
Events	333	-	333	96
Total	558	500	1,058	6,287

During the financial year incoming resources from charitable activities consists of gifts received for the use of the church hall, payments for the church weekend away in March 2012, income from the Parent and Toddler group that meets at the church and contributions towards the New Wine Healing Day and ladies meetings

Avery Hill Charitable Trust

5. Charitable Activities

	Unrestricted	Restricted	2013 Total	2012 Total
	£	£		£
People	61,566	-	61,566	58,665
Fellowship Expenses	3,960	3,573	7,533	8,058
Premises & Equipment	16,360	1,256	17,616	18,333
Church Activities	3,939	1,082	5,021	1,522
Gifts to missionaries/iNet	9,174	3,900	13,074	12,112
Other Gifts	4,992	167	5,159	6,350
Total	99,991	9,978	109,969	105,040

People consist of costs, including salaries of paid staff (see note 6 below) and support for a trainee attached to the church under the XLP Experience gap year programme

Fellowship Expenses comprise the costs relating to the general expenses of the church including gifts to visiting speakers of £800 (last year £1,335)

Premises and Equipment consist of the payment of rent for the building at Southspring, utilities and the purchase of equipment

Church activities consist of the various activities of the church including youth and Sunday school as well as activities in the community (including the Bexley Foodbank) and evangelism

Gifts to Missionaries/iNet comprise direct gifts to two couples working overseas and to iNet a missionary organisation that provide training and member care to cross cultural overseas workers including one of the two missionaries supported by the church

Other Gifts include support for XLP £3,400 (last year £4,800) and Lark in the Park £1,500 (last year £1,500)

6. Staff costs and numbers

The number of employees at the end of the year was five (one full time and four part-time)

	2013	2012
		£
Salaries	50,350	47,400
Pension Costs	3,431	3,368
Social Security Costs	4,730	4,710
Total	58,511	55,478

In addition to salary the minister and the children's youth and families worker receives a contribution to a personal pension plan of 7.5% of salary

7. Trustees remuneration and related party transactions

The Trustees were not paid or reimbursed for expenses during the year

8. Net incoming resources for the year

This is stated after charging

	2013	2012
		£
Reporting Examiners' fee	650	630

Avery Hill Charitable Trust

9. Tangible Assets

Tangible assets comprise leasehold improvements to the church premises at Southspring Depreciation of £1,256 was charged during the period

10. Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
Fixed Assets	-	2,565	1,203	3,768
Debtors	13,362	-	557	13,919
Prepayments	1,155	-	-	1,155
Cash at Bank	109,972	2,435	7,865	120,272
Accruals	(2,435)	-	-	(2,435)
Total	122,054	5,000	9,625	136,679

11. Movement in funds

	Funds at 29/2/12	Incoming Resources	Outgoing Resources	Transfers	Funds at 28/2/13
	£	£	£	£	£
Restricted Funds					
Foodbank	1,249	4,690	1,082		4,857
Church Weekend Away	4,117	230	3,572		775
Humanitarian	167	-	167	-	-
Minibus	684	-	-		684
Missionaries	1,541	3,386	3,900		1,027
Parents & Toddlers	810	270	-		1,080
Property and Equipment	2,459	-	1,257		1,202
<i>Total restricted funds</i>	11,027	8,576	9,978	-	9,625
Unrestricted Funds					
General	104,966	117,729	100,641	-	122,054
Designated – Property & Equipment	5,000	-	-	-	5,000
<i>Total unrestricted funds</i>	109,966	117,729	100,641	-	127,054
Total Funds	120,993	126,305	110,619		136,679

Purpose of restricted funds

Foodbank This relates to gifts received and payments made for the Bexley Foodbank provided by the church

Church Weekend Away The fund relates to the receipts and payments for church weekends away held every two years

Humanitarian This is a fund for the relief of poverty or humanitarian relief

Minibus Relates to gifts received for the provision of transport for the fellowship and local community

Missionaries The fund is for the support of two missionary families

Parents & Toddlers Funds in relation to the Parents & Toddlers group run by the church

Property & Equipment A fund to meet the costs of improving the church building and the purchase of equipment