

# **Avery Hill Charitable Trust**

(A Company Limited by Guarantee)

## **Report and Financial Statements**

**Year Ended: 28<sup>th</sup> February 2009**

**Charity Number: 1103393**  
**Company Number: 5039769**



# **Avery Hill Charitable Trust**

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# **Avery Hill Charitable Trust**

## **Report of the trustees for the year ended 28<sup>th</sup> February 2009**

The trustees are pleased to present their report together with the financial statements of the charity for the year ending 28<sup>th</sup> February 2009.

### **Reference and administrative information**

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

### **Reporting Accountants**

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

### **Bankers**

Abbey

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 10<sup>th</sup> February 2004 and registered as a charity on 26<sup>th</sup> 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 established 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 four members (four in 2008) 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.

## **Avery Hill Charitable Trust**

The Trustees have conducted its 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 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 generally 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 congregation meets at Avery Hill Christian Fellowship, Southspring, Sidcup on the Avery Hill estate in South East London. Worship meetings are held 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 young peoples group also operates on a Sunday morning. During the week there are clubs for mothers and toddlers, young people and the elderly held at the church premises. The organisation also supports charities whose operations meet the objects of the charity.

### **Achievements and performance**

There are some 75 adults and 20 children who attend the church on a regular basis with many others who attend the various other activities that occur at the church.

As reported last year the church embarked on a number of initiatives under the nationwide Hope 08 banner. These included outreach into the local community, organising events at the church such as an evening with Jennifer Rees-Lacombe (Beauty from Ashes) and the provision of an Alpha Course. As a result of these initiatives several new people now attend the church with additional people visiting on an ad hoc basis.

During the year under review a group from the church travelled to Razgrad in Bulgaria to meet up with one of the missionary families supported by the church. As well as refurbishing one of the church member's home the group met people from the local Millet community, visited an orphanage and took part in several church meetings.

Other activities included a week of prayer in October, joining with other churches in Sidcup for the annual Lark in the Park summer celebration, together with special Christmas and Easter services. In October three people were baptised at a special service.

## **Avery Hill Charitable Trust**

The church supported a number of charities during the year. iNet is a charity which provides financial and spiritual advice and information to a number of missionaries based overseas. The charity also provides direct financial support to one such family and also to another missionary family based in the Lebanon. The organisation also supported XLP a charity based in South East London working with young people and Youth for Christ a nationwide charity working with young people.

### **Financial review**

The net incoming resources for the year amounted to £ 16,601 of which there was an inflow of £696 from restricted activities and an inflow of £15,905 was the amount attributable to general reserves, which now stands at £96,459.

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 three months salary, rent and other church expenses, approximately £10,000. As at the 28<sup>th</sup> February 2009 free reserves were significantly above this amount but are expected to reduce in the future once a full time pastor is appointed.

The Trustees have considered the most appropriate policy for investing funds and consider 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. Following the search for a new pastor the Trustees are pleased to report that since 1<sup>st</sup> September 2009 Rob Stevens who was previously Minister in training at Merland Rise Church in Surrey has taken up the role. As a result of this appointment the services of Alan Murphy have ceased. The Trustees wish to record their grateful thanks to him for all his valuable input into the church over the past two and a half years

### **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

## **Avery Hill Charitable Trust**

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.

### **Independent examiner**

The Trustees intend to ask the existing auditors 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)

6<sup>th</sup> October 2009

## **Avery Hill Charitable Trust**

### **ACCOUNTANT'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF AVERY HILL CHARITABLE TRUST**

I report on the accounts for the period ended 28 February 2009 set out on pages 6 to 10

#### **Respective responsibilities of the directors and reporting accountants**

As described on page 3 the Trustees as Directors of the company are responsible for the preparation of the accounts and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures to enable me to report my opinion.


#### **Basis of opinion**

My work was conducted in accordance with the Statement of Standards for Reporting Accountants and so my 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 I considered necessary for the purpose of this report. These procedures provide only the assurance expressed in my opinion.

#### **Opinion**

In my 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).

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

26 October 2009

# Avery Hill Charitable Trust

## Statement of Financial Activities (Including Income and Expenditure account) for the year ended 28<sup>th</sup> February 2009

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2009	Total Funds 2008
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary Income	2	88,464	5,869	94,333	84,004
Investment income	3	1,291	-	1,291	1,698
<b>Incoming resources from charitable activities</b>	4	333	266	599	6,558
<b>Other incoming resources</b>		-	-	-	15
<b>Total Incoming Resources</b>		<b>90,088</b>	<b>6,135</b>	<b>96,223</b>	<b>92,275</b>
<b>Resources Expended</b>					
<b>Charitable activities</b>	5	73,580	5,439	79,019	68,256
<b>Governance costs</b>		603	-	603	566
<b>Total Resources Used</b>		<b>74,183</b>	<b>5,439</b>	<b>79,622</b>	<b>68,822</b>
<b>Net Incoming (Outgoing) Resources for the Year</b>	8	<b>15,905</b>	<b>696</b>	<b>16,601</b>	<b>23,453</b>
<b>Reconciliation of Funds</b>					
<b>Total Funds brought forward</b>		80,554	2,941	83,495	60,042
<b>Total Funds carried forward</b>		<b>96,459</b>	<b>3,637</b>	<b>100,096</b>	<b>83,495</b>



# Avery Hill Charitable Trust

## Balance Sheet as at 28<sup>th</sup> February 2009

		2009	2008
	Notes	£	£
<b>Tangible Assets</b>	9	2,573	3,431
<b>Current Assets</b>			
Debtors		13,713	
Prepayments		892	915
Cash at bank		<u>85,935</u>	<u>81,129</u>
		100,540	82,044
<b>Creditors: amounts falling due within one year</b>			
Accruals		<u>(3,017)</u>	<u>(1,980)</u>
<b>Net Current Assets</b>		97,523	80,064
<b>Net Assets</b>	10	<u>100,096</u>	<u>83,495</u>
<b>Unrestricted Funds</b>			
General Fund		96,459	80,554
<b>Restricted Funds</b>		3,637	2,941
<b>Total Funds</b>	11	<u>100,096</u>	<u>83,495</u>

In preparing these accounts:

(a) The Trustees are of the opinion that the company is entitled to the exemption from audit conferred by Section 249

A(1) of the Companies Act 1985;

(b) No notice has been deposited under Section 249B(2) of the Companies Act 1985; and

(c) The Trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and
- (ii) preparing accounts 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 surplus or deficit for the financial year in accordance with the requirements of Section 226, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These accounts are prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small entities.

Approved by the board of Trustees on 6<sup>th</sup> October 2009 and signed on its behalf by:



P Piper  
Trustee

# **Avery Hill Charitable Trust**

## **Notes forming part of the financial statements for the year ended 28<sup>th</sup> February 2009**

### **1. Accounting policies**

- a) The financial statements have been prepared under the historical cost convention in accordance with the Companies Act 1985 and follow 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 £1,291 (£1,698 in 2008).

### **4. Incoming resources from charitable activities**

During the financial year incoming resources from charitable activities consists of the hire of the church hall which resulted in income of £130 (last year £350), the payment of fees totalling £266 (last year £6,058) in relation to a weekend house party to be held in February 2010 and income of £203 from the Mothers and Toddlers Group (last year £150).

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### 5. Charitable Activities

	Unrestricted	Restricted	2009 Total	2008 Total
	£	£		£
People	2,668	-	2,668	2,600
Outside Ministry Costs	23,610	-	23,610	12,128
Premises	21,451	-	21,451	16,614
Fellowship Expenses	5,943	25	5,968	3,643
Gifts to missionaries	8,740	4,420	13,160	14,306
Gifts to charities	7,600	-	7,600	7,300
Gifts to individuals	1,282	484	1,766	3,064
Other	2,286	510	2,796	8,601
<b>Total</b>	<b>73,580</b>	<b>5,439</b>	<b>79,019</b>	<b>68,256</b>

Gifts to charities include support for XLP (£4,800) and Lark in the Park (£2,500) and Youth for Christ (£250).

Other chiefly comprises support for an XLP student based at the church (£2,050), support for the Drop-In held at the church for local residents (£360), the deposit for a weekend away in 2010 (£150) and software costs and support (£112).

### 6. Staff costs and numbers

The number of employees at the end of the year was one on a part time basis.

	2009	2008
		£
Salaries	2,668	2,600
Social Security Costs	-	-
<b>Total</b>	<b>2,668</b>	<b>2,600</b>

### 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:

	2009	2008
		£
Reporting Accountants' fee	603	566

## Avery Hill Charitable Trust

### 9. Tangible Assets

Tangible assets comprise leasehold improvements to the church premises at Southspring. Depreciation of £858 was charged during the period.

### 10. Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Fixed Assets	2,573	-	-	2,573
Prepayments	892	-	-	892
Cash at Bank	96,011	-	3,637	99,648
Accruals	(3,017)	-	-	(3,017)
<b>Total</b>	<b>96,459</b>	<b>-</b>	<b>3,637</b>	<b>100,096</b>

### 11. Movement in funds

	Funds at 29/2/08	Incoming Resources	Outgoing Resources	Funds at 28/2/09
	£	£	£	£
<b>Restricted Funds</b>				
Community Projects	1,175	373	360	1188
House party	-	266	150	116
Humanitarian	103	385	385	103
Minibus	805	-	-	805
Missionaries	708	5,111	4,420	1,399
Mothers & Toddlers	150	-	125	25
<i>Total restricted funds</i>	<b>2,941</b>	<b>6,135</b>	<b>5,439</b>	<b>3,637</b>
<b>Unrestricted Funds</b>				
General	80,554	90,088	74,183	96,459
<i>Total unrestricted funds</i>	<b>80,554</b>	<b>90,088</b>	<b>74,183</b>	<b>96,459</b>
<b>Total Funds</b>	<b>83,495</b>	<b>96,223</b>	<b>79,622</b>	<b>100,096</b>

#### Purpose of restricted funds

*Community projects:* This relates to gifts received for the provision of community projects by the church.

*House party:* The fund relates to the receipt and payment for the church weekend away in February 2008.

*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.

*Mothers & Toddlers:* A fund in relation to the Mothers & Toddlers group run by the church.