Charity number 1139569

## SAINT MARY AND ARCHANGEL MICHAEL COPTIC ORTHODOX CHURCH

### TRUSTEES' REPORT AND FINANCIAL STATEMENTS

#### YEAR ENDED 5 APRIL 2019

Haines Watts Leicester LLP Hamilton Office Park 31 High View Close Leicester LE4 9LJ

# FOR THE YEAR ENDED 5 APRIL 2019

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## CHARITY INFORMATION

Trustees	Mr M Neoman Dr I Tadros Mr A Shahata Mr N Abdelsaid Mr A Seha Dr G Yanni Mr N Boutros
Custodian Trustees	Dr G Yanni Dr I Tadros Mr N Boutros
Registered Charlty Number	1139569
Registered office	Cranbourne Gardens London NW11 0HS
Independent Examiner	Mr Richard Buckby FCA Haines Watts Leicester LLP Hamilton Office Park 31 View Close Leicester LE4 9LJ
Bankers	HSBC Plc 40 Temple Fortune Parade London NW11 0QY

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# REPORT OF THE TRUSTEES FOR YEAR ENDED 5 APRIL 2019

The Trustees present their report along with the financial statements of the charity for the year ended 5 April 2019. The financial statements have been prepared in accordance with the accounting policies set out on pages 10 and 11 and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

#### **Objectives and Activities**

The object of the charity is to promote the Coptic Orthodox Church in the United Kingdom and the Republic of Ireland. In furtherance of this object the Trustees may provide and maintain places of public worship, carry out religious services, pay and provide for the housing of priests, hold religious and other meetings in connection with the Coptic Orthodox Church and provide assistance for the needy In the United Kingdom and abroad.

#### **Coptic Orthodox Diocese of London**

St Mary and Archangel Michael Coptic Orthodox Church is part of the Coptic Orthodox Diocese of London

### Summary of the main achievements of the charity

The church, which is based in Golders Green, is open most days of the week for celebrating the Divine Liturgy, prayer meetings, seminars, group discussions, Bible studies, Coptic language lessons, Coptic hymns lessons and other church activities.

During the year, the youths of the church attended and organised conferences, retreats and trips in the UK and abroad.

The church has sports activities and has football and basketball teams which play and compete against teams of other Coptic churches in the UK.

#### Performance of fundraising activities against objectives

During the year, the church has collected funds from the congregation to pay for its running expenses and donate to some poor families in the community.

#### Investment performance against objectives

Due to the low interest currently paid by the banks, the return from the funds invested by the charity in a Money Market bank was low but higher than the previous year £1,157 (2018: £527).

# REPORT OF THE TRUSTEES - CONTINUED FOR YEAR ENDED 5 APRIL 2019

#### **Financial Review**

The statement of financial activities is set out on page 7 and shows the result of the year. The charity incurred costs in furtherance of its objects of £204,692 (2018: £205,513). After taking into account these expenses and other management and administrative expenses of £5,423 (2018: £12,651) the net incoming resources for the year were £102,392 (2018: £147,546).

At 5 April 2019, as shown on the balance sheet on page 8, the charity has net assets of £1,232,332 (2018:  $\pounds$ 1,129,940), which were mainly held in fixed assets as shown on note 6 and on bank deposits and current accounts.

#### The charity's principal sources of funds

The charity's main source of funding were the payments made by its members in the form of donations received and church collection.

#### The charity's expenditure

The expenditure during the year was incurred in maintaining the church and the hall, making them available to the public to use for worship and social activities; the payment of the priest's salaries and expenses, the provision of Sunday schools to teach the children the faith of the church and to provide help to the needy in the community.

#### **Reserves policy**

The Trustees aim to keep in reserves at any point of time three months worth of expenditure to cover unplanned emergency repairs to the church building and other expenses. The amount of reserves held at the year end was £1,135,609 of which £379,898 are regarded as free reserves after allowing for funds tied up in tangible fixed assets.

#### Investment policy and objectives

The Trustees' investment powers are governed by the Trust Deed, which permits the Charity's funds to be invested in properties, any cash investments and chattels as they see fit.

The Trustees have considered the most appropriate policy for investing the charity's funds and decided to keep it in a Money Market bank account which to have it available for paying for the project of building a new hall, that is currently with the planners.

#### **Risk management**

The main risks which may face the charity is the reduction in donations from the congregation. The charity relies on donations from a large number of donors, not a few individuals, which reduces the risk of huge fluctuations in the income from donations.

#### REPORT OF THE TRUSTEES - CONTINUED FOR YEAR ENDED 5 APRIL 2019

#### **Future plans**

The charity obtained a planning permission to demolish the old church hall building and replace it with a three floor hall.

The new hall will be used by the church for its activities and by the community as a nursery.

The project is expected to take 9 months to complete and its estimated cost will be about £3.2 million. The work will start as soon as an agreement is reached with a bank for funding the project.

#### Description of charity's trusts

The charity was formed on 18 November 2010 as an incorporated trust, registered with the Charity Commission, registration number 1139569 on 30 December 2010 and is governed by the Charities Act 2011 and its Trust deed dated 18 November 2010.

#### **Trustee selection methods**

The charity is managed by the Church Council consisting of the Presiding Bishop, the Priests of the Church and not less than five Council Members, who shall be appointed from time to time by the Diocesan Bishop or His Holiness the Pope being the highest authority in the Coptic Orthodox Church. His Holiness the Pope or the Diocesan Bishop may appoint in writing, any person he delegates to act on his behalf in this respect. All members of the Church Council are Trustees of the Charity, on ceasing to be a member of the Church Council, that individual will also cease to be a Trustee of the Charity.

#### Names of the charity trustees who manage the charity

The Trustees who served during the year were as stated below:

Mr M Neoman	Dr G Yanni
Dr I Tadros	Mr M George - Resigned
Mr N Abdelsaid	Mr A Seha
Mr A Shahata	Mr N Boutros

#### Policies and procedures adopted for the induction and training of trustees

The trustees are members of the church and as such are familiar with the practical work of the charity. New trustees are given training by existing trustees on:

- The Church Constitution,
- The current financial position as set out in the published accounts,
- Future plans and objectives.

#### REPORT OF THE TRUSTEES - CONTINUED FOR YEAR ENDED 5 APRIL 2019

#### The charity's organisational structure and any wider network with which the charity works

Saint Mary and Archangel Michael Coptic Orthodox Church is an indivisible part of the Coptic Orthodox Church in Egypt which has as its Supreme Head, His Holiness the Pope of Alexandria and Patriarch of the See of St Mark. The authority of His Holiness the Pope and the Holy Synod of the Coptic Orthodox Church extends to the entire See of St Mark, both in Egypt and abroad, such authority cannot be changed, altered, modified or revoked.

The Custodian of the Charity is His Holiness the Pope, and the diocesan Bishop.

#### **Decision making**

The trustees of St Mary and Archangel Michael Coptic Orthodox Church, in consultation with the Diocesan Bishop and the priests of the church take decisions on all matters concerning the administration of the charity. Decisions on the church spiritual services to the congregation are taken by the Diocesan Bishop and the priests.

#### Statement of trustees' responsibilities in relation to financial statements

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The 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 financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in 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 departures disclosed and explained in the financial statements; and
- prepare the financial statements on the 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 of the charity and ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) 2008 Regulations and the provisions of the trust deed.

The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees and signed on behalf of the board on 3 February 2020.

C. A. Yun

George A Yanni Trustee

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# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SAINT MARY AND ARCHANGEL MICHAEL COPTIC ORTHODOX CHURCH

I report to the trustees on my examination of the accounts of Saint Mary and Archangel Michael Coptic Orthodox Church ('the charity') for the year ended 5 April 2019, which are set out on pages 7 to 17.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair view' and my report is limited to those specific matters set out in the independent examiner's statement.

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me reasonable cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Richard Buckby FCA Haines Watts Leicester LLP Hamilton Office Park 31 View Close Leicester LE4 9LJ

Date: 3/2/2020 .

#### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 5 APRIL 2019

Income	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
Income Donations	3	263,351	·	263,351	271,708
Charitable activities		26,421	-	26,421	31,875
Investment income		1,157	-	1,157	527
Other incoming resources		1,200	20,378	21,578	61,600
Total incoming resources		292,129	20,378	312,507	365,710
Expenditure	4				·
Charitable activities	т	204,692	-	204,692	205,513
Other		5,423	-	5,423	12,651
		210,115	<u>-</u>	210,115	218,164
Net income and net movement in funds for the year		82,014	20,378	102,392	
Total funds brought forward at 6 April 2018		1,053,595	76,345	1,129,940	982,394
Total funds carrled forward 5 April 2019		1,135,609	96,723	1,232,332	1,129,940

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		Total	Total
		2019	2018
	Note	£	£
Fixed assets			
Tangible assets	6	755,711	614,978
Control - Address ( Second Street)			
Current assets			
Debtors	7	68,774	34,365
Cash at bank and in hand	8	623,210	653,598
Total current assets		691,984	687,963
Creditors: Amounts falling due within one year	9	(52,863)	(40,501)
······································			
Net current assets		639,121	647,462
Not outfoll assors		000,121	011,102
Total assets less current liability		1,394,832	1,262,440
Creditors: Amounts falling due after more than		1,004,002	1,202,440
	10	(162,500)	(132,500)
one year	10	(102,300)	(102,000)
The last second s		4 000 000	1 120 040
Total net assets		1,232,332	1,129,940
Funds of the Charity			
Restricted income funds		96,723	76,345
Unrestricted funds		1,135,609	1,053,595
Total funds	12	1,232,332	1,129,940

# **BALANCE SHEET AT 5 APRIL 2019**

The financial statements were approved and authorised for issue by the Board on 3 February 2020 and signed on behalf of the board by

"Co. G.A.

George Yanni Trustee

The notes on pages 10 to 17 form part of these financial statements.

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### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 5 APRIL 2019

Cash flows from operating activities	Note 14	£	<b>2019</b> £ 122,742	£	<b>2018</b> £ 151,357
Cash flows from investing activities Income from investments		1,157		527	
Purchase of fixed assets		(154,287)		(10,499)	
Net cash used in investing activities			(153,130)		(9,972)
Cash flows from financing activities: Proceeds from new borrowings			-		165,500
Change in cash in the year Cash at 6 April 2018			(30,388) 653,598		306,885 346,714
Cash at 5 April 2019			623,210		653,599

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2019

#### 1. Basis of preparation

#### 1.1 Basis of accounting

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland statements have been prepared under the historical cost convention.

#### 1.2 Going concern

The trustees consider that there are no uncertainties about the charity's ability to continue as a going concern. The donation from the church's large congregation will cover any future liabilities.

#### 1.3 Change of accounting estimates

No changes to the accounting estimates have occurred in the reporting period.

#### 1.4 Material prior year errors

No material prior error has been identified in the reporting period.

#### 2. Accounting policies

#### 2.1 Income

#### Recognition of income

Income is recognised in the period in which the charity is entitled to receive and the amount can be measured with reasonable certainty. All voluntary income which comprises of donations, collection and church boxes is included in income on a receivable basis. Investment income is accounted for on amounts receivable in the year.

#### Tax reclaim on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor.

#### Income from membership subscriptions

Membership contributions received in the nature of a gift are recognised in Donations and Legacies.

#### NOTES FORMING PART OF THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 5 APRIL 2019

#### 2.2 **Expenditure and liabilities**

#### Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of obligation can be measured with reasonable certainty.

#### **Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any irrecoverable VAT.

#### Charitable activities

Direct charitable expenditure includes all staff costs, property and other expenditure directly related to the charitable activities of the charity.

#### Governance and support cost

Support costs have not been allocated between governance costs and other costs. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions.

#### Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

#### Taxation

The charity is a registered charity and as such its income and gains falling within the Income Tax Act 2007 are exempt from corporation tax to the extent that they are applied to its charitable objectives.

#### 2.3 Assets

#### Tangible fixed assets for use by the charity

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Freehold buildings Office equipment Fixtures, alterations, fittings & equipment Building under construction

- 2% straight line - 15% reducing balance

- 10% reducing balance for church
- Not depreciated

#### 2.4 **Restricted Funds**

The restricted funds relate to donations payable to the RSPCA and donations received to fund the build of the new church hall.

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 5 APRIL 2019

### 3 Analysis of income

	Unrestricted Income 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations and legacies				
Donation and gifts	228,986	-	228,986	237,343
Gift Aid	34,365	-	34,365	34,365
Total	263,351		263,351	271,708
Charitable activities				
Canteen sales	19,294	-	19,294	24,246
Bookshop sales	2,450	1.50 B	2,450	2,190
Transport	1,000	-	1,000	1,885
GG Café	3,677	-	3,677	3,554
Total	26,421	-	26,421	31,875
Investment income				
Interest income	1,157	-	1,157	527
Total	1,157		1,157	527
Separate material item of income				
Hire of Church Hall	1,200	-	1,200	1,100
Fundraising	-	20,378	20,378	60,500
Total	1,200	20,378	21,578	61,600
Total Income	292,129	20,378	312,507	365,710

£289,517 income for the year ended 5 April 2018 was attributable to unrestricted funds.

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 5 APRIL 2019

# 4. Analysis of expenditure

	Total funds 2019 £	Total funds 2018 £
Expenditure on charitable activities	L	L
Church and community services	42,075	11 016
Staff costs	· · · · · · · · · · · · · · · · · · ·	41,016
	123,439	122,122
Property expenses	25,624	28,614
Depreciation of tangible assets	13,554	13,761
Total expenditure on		
charitable activities	204,692	205,513
Other expenditure		
Governance costs	3,083	9,260
Independent examination fees	2,340	3,391
	21010	0,001
Total other expanditure	F 400	40.054
Total other expenditure	5,423	12,651
	· · · · · · · · · · · · · · · · · · ·	
Total expenditure	210,115	218,164

All expenditure for 2019 and 2018 was attributable to unrestricted funds.

# 5. Paid employees

5.1	Staff costs	2019 £	2018 £
	Salaries and wages Social security costs Expenses	92,593 10.045 20,800	93,740 7,582 20,800
	Total staff costs	123,438	122,122
	Employees earning more than £60,000 during the year		
	Between £60,000 and £69,999	2019 	2018 1
5.2	Average head count in the year	2019 Number	2018 Number
	Priests	2	2

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# NOTES FORMING PART OF THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 5 APRIL 2019

# 6. Tangible fixed assets

	Land and Buildings Freehold	Office Equipment	Fixtures, Fittings & Equipment	Building Under Construction	Total
	£	£	£	£	£
Cost				~	~
At 6 April 2018	747,855	12,748	172,317	58,151	991,071
Additions	-		4,523	149,764	154,287
At 5 April 2019	747,855	12,748	176,840	207,915	1,145,358
Depreciation					
Basis	Straight line	Reducing	Straight line	No	
		balance		Depreciation	
Rate	2%	15%	10%		
At 6 April 2018	205,623	9,821	160,649	-	376,093
Charge for the year	11,948	439	1,167	-	13,554
			<u></u>		
At 5 April 2019	217,571	10,260	161,816	-	389,647
Net book value					
At 5 April 2019	530,284	2,488	15,024	207,915	755,711
At 5 April 2018	542,232	2,927	11,668	58,151	614,978

Substantially all assets are held for charitable purposes.

#### 7. Debtors

	2019 f	2018 ج
Prepayments and accrued income	44	~
Other debtors	68,730	34,365
		( <b></b> )
	68,774	34,365

# 8. Cash at bank and in hand

	2019	2018
	£	£
Cash at bank	623,210	653,598

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2018

1,053,595

1,053,595

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£

£

(218,164)

(218, 164)

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# NOTES FORMING PART OF THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 5 APRIL 2019

9.	Creditors				
	Amounts falling due within one year			2019	2018
	Taxation and social security Accruals and deferred income Other creditors Sundry creditors			£ 2,803 2,340 14,720 33,000 52,863	£ 1,659 4,922 920 33,000 40,501
10.	Creditors amounts falling due for more	than one year			
	Long Term Creditors			<b>2019</b> £ 162,500 162,500	<b>2018</b> £ 132,500  132,500
11.	Financial Instruments				
	Carrying amount of financial assets			2019 £	2018 £
	Debt instruments measured at amortised of	cost		68,730	34,365
	<b>Carrying amount of financial assets</b> Financial liabilities measured at amortised	cost		17,060	5,842
12. a.	Unrestricted Funds				
		Balance at 6 April 2018	Income	Expenditure	Balance at 5 April 2019
	General reserve funds	<b>£</b> 1,053,595	<b>£</b> 292,129	£ (210,115)	£ 1,135,609
		1,053,595	292,129	(210,115)	1,135,609
		Balance at 6 April	Income	Expenditure	Balance at 5 April

2017

982,242

982,242

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General reserve funds

£

£

289,517

289,517

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#### NOTES FORMING PART OF THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 5 APRIL 2019

#### 12.b. Restricted Funds

	Balance at 6 April 2018	Income	Expenditure	Balance at 5 April 2019
	£	£	£	£
RSPCA	152	-	+	152
Church New Hall	76,193	20,378	-	96,571
	76,345	20,378	-	96,723
	Balance at 6 April 2017	Income	Expenditure	Balanceat 5 April 2018
	6 April	Income £	Expenditure £	5 April
RSPCA	6 April 2017			5 April 2018
RSPCA Church New Hall	6 April 2017 £			5 April 2018 £

#### 12.c. Analysis of net assets between funds

	Tangible fixed assets	Net current assets	Non- current liabilities	Total 2019
	£	£	£	£
Unrestricted funds Restricted funds	755,711	542,397 96,723	(162,500) -	- 1,135,608 96,723
				<u></u>
	614,978	639,120	(162,500)	1,232,331
	<u> </u>			
	Tangible	Net current	Non-	Total
	Tangible fixed assets	Net current assets	Non- current liabilities	Total 2018
			current	
Unrestricted funds	fixed assets £	assets £	current liabilities £	2018 £
Unrestricted funds Restricted funds	fixed assets	assets	current liabilities	2018
	fixed assets £	assets £ 571,117	current liabilities £	<b>2018</b> £ 1,053,595

### 13. Trustees and related partles

- 13.1 Transactions with trustees
- The charity did not have any transactions with the trustees. (2018: Nil).
- 13.2 Trustees' remuneration and benefits
- The trustees did not receive any remuneration or benefits in the year (2018: Nil). 13.3 Trustees expenses:
- The trustees were not reimbursed for any expenses during the year (2018: Nil) 13.4 Transactions with related parties:
- There were no transactions with related parties (2018: Nil).

#### 13.5 Key Management Personnel The charity considers its Trustee

The charity considers its Trustees to be its Key Management Personnel who are not remunerated for their services.

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# NOTES FORMING PART OF THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 5 APRIL 2019

# 14. Reconcillation of net income to net cash flow from operating activities

2019 £	2018 £
102,392	147,546
13,554	13,761
(1,157)	(527)
(34,409)	(6,804)
42,362	(2,619)
122,742	· 151,357
	£ 102,392 13,554 (1,157) (34,409) 42,362