

**Potters House Christian Fellowship UK**  
**Lewisham**

**Year Ended 31 March 2020**

Charity No: 1136365

***Contents***

|                                     | <u>Page No.</u> |
|-------------------------------------|-----------------|
| Trustees Annual Report              | 2-3             |
| Independent Examiner's Report       | 4               |
| Receipts and Payments Accounts      | 5               |
| Statement of Assets and Liabilities | 6               |
| Notes to accounts                   | 7-8             |

# **POTTERS HOUSE CHRISTIAN CENTRE FELLOWSHIP UK Lewisham**

## **Trustees' Annual Report For the Year Ended 31 March 2020**

### **Reference and administration details**

|                   |   |
|-------------------|---|
| Charity Number    | 1136365   |
| Principle Address | St Laurence Centre, 37 Bromley Road, Catford, London, SE6 2TS |

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

Ps. Courtney Stewart

Mrs Hannah Titilope Stewart

### **Structure Governance and management**

#### **Governing Document**

Constitution dated 1<sup>st</sup> September<sup>r</sup> 2007

#### **Constitution of trustee and selection methods**

The charity is constituted as a trust and the trustees are appointed by the existing trustees.

### **Objectives and activities**

#### **Objects of Charity**

The Charity exists to proclaim the gospel of Jesus Christ and to teach people the bible. All our activities reflect these core goals. The Church arranges or participates in a number of activities to this end, namely Bible Conferences, Marriage Seminars, Men's Discipleships, Revival Meetings with visiting preachers, Tent Crusades (home and abroad).

#### **A. Church Growth**

Over the year we have seen new people added to our membership and also we have also had a growth in the already present saints which has facilitated the formation of new ministries and activities which enhance the reach of our church/charity. Our regular worship meeting numbers have increased from last year. At the beginning of the year we delegated new leaders for various ministries so as to support the care of our new guests and other challenges we face on a day to day/week to week basis. We attribute the growth to our membership to our relentless resolve to outreach programs where we actively reach the community in which we live. We have regular, weekly community engaging events, such as outreaches, dramas and concerts.

# **POTTERS HOUSE CHRISTIAN CENTRE FELLOWSHIP UK**

## **Lewisham**

### **Trustees' Annual Report (continued)**

### **For the Year Ended 31 March 2020**

#### **Summary of main activities in relation to these objects**

##### **B. Evangelism**

As part of our evangelistic efforts this year we have hosted dramas presentations and concerts. We also had at least 1 concert each month and 2 each month during the summer and they were well responded to. We have also noted that our open air preaching has also been productive.

We sent several Impact teams to other churches nationally to help them in their evangelistic efforts. We also played a great part in our goal to reach our world through world evangelism programs. We were able support our Mother church Croydon as well as our leadership church Walthamstow where appeals were given to support missionary works around the globe.

##### **C. Revivals**

We were also able to host some local as well as itinerate speakers from countries abroad. With each series of meetings which we had with them, we advertised them the event at least 4 weeks in advance and we saw many people from our community come and were greatly motivated.

##### **D. Volunteer Hours**

The thrust of the Lewisham Church is largely down to the continual Commitment, Conviction and Concern of its members. Week in and week out, they faithfully give up their evenings and Saturday to help reach our community. We estimate that our members have donated over 1000 volunteer hours in various community projects.

#### **Financial review**

##### **Policy on reserves**

Due to the charity being a small organisation and its future expenses being fairly predictable in nature the trustees have decided that a minimum reserve of £500 will be sufficient at any one time. During the period under review the charity has been able to cope successfully with the above mentioned level of reserve.

##### **Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

-----  
Ps Courtney Stewart  
Trustee

Date:

# **INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

**To the Trustees of**

**Potters House Christian Fellowship UK Lewisham**

**For the Year Ended 31 March 2020**

**Charity number 1136365**

**Set out on Pages 5 to 7**

## **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

## **Basis of independent examiner's statement**

My examination was carried out 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 consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

## **Independent examiner's statement**

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 keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

-----  
Mr Rohan Ruddock FCCA

**Ruddocks and Co – Chartered Certified Accountants**

**Level 17 Dashwood House**

**69 Old Broad Street**

**London**

**EC2M 1QS**

**Date:**

# POTTERS HOUSE CHRISTIAN CENTRE FELLOWSHIP UK

## Lewisham

### Statement of receipts and payments

### For the Year Ended 31 March 2020

|  |           |                   |                 | 2020          | 2019          |
|--|-----------|-------------------|-----------------|---------------|---------------|
|  | Notes     | Unrestricted<br>£ | Restricted<br>£ | Total<br>£    | Total<br>£    |
| <b>Receipts</b>  |           |                   |                 |               |               |
| All Church Offerings   |           | 48,099            |                 | 48,099        | 50,409        |
| Special offerings and pledges                                    |           |                   | 11,796          | 11,796        | 14,837        |
| Tax recovered on covenants                                       |           | 18,373            |                 | 18,373        | 15,094        |
| Reimbursements   |           | 684               |                 | 684           | 626           |
| <b>Total Receipts</b>  |           | <u>67,156</u>     | <u>11,796</u>   | <u>78,952</u> | <u>80,966</u> |
| <b>Expenditure</b>   |           |                   |                 |               |               |
| Costs of activities in furtherance of the objects of the charity | <b>1a</b> | 61,780            | 11,796          | 73,576        | 74,621        |
| Fundraising and publicity  | <b>1b</b> | 1,471             | 0               | 1,471         | 3,994         |
| <b>Total resources expended</b>                                  |           | <u>63,251</u>     | <u>11,796</u>   | <u>75,047</u> | <u>78,616</u> |
| <b>Net incoming resources for the year before transfers</b>      |           | 3,905             | 0               | 3,905         | 2,350         |
| <b>Net incoming resources and movement in funds</b>              |           | <u>3,905</u>      | <u>0</u>        | <u>3,905</u>  | <u>2,350</u>  |
| <b>Total funds brought forward</b>                               |           | 2,511             | 0               | 2,511         | 161           |
| <b>Total Funds carried forward</b>                               |           | <u>6,416</u>      | <u>0</u>        | <u>6,416</u>  | <u>2,511</u>  |

# POTTERS HOUSE CHRISTIAN CENTRE FELLOWSHIP UK

## Lewisham

### Statement of assets and Liabilities

### For the Year Ended 31 March 2020

|   | 2020<br>£    | 2019<br>£    |
|---|--------------|--------------|
| <b><u>Assets</u></b>                              |              |              |
| <b>Cash funds</b>                                 |              |              |
| Current Account                                   | 416          | 2,511        |
| Savings 2   | 6,000        | 0            |
|   | <u>6,416</u> | <u>2,511</u> |
| <b>Represented by</b>                             |              |              |
| General Fund                                      | 3,231        | 2,511        |
| Restricted fund                                   | 3,185        | 0            |
|   | <u>6,416</u> | <u>2,511</u> |
| <b>Assets Retained for the Charities own use:</b> |              |              |
| Equipment   | <u>8,141</u> | <u>7,902</u> |
|   | <u>8,141</u> | <u>7,902</u> |
| <b><u>Liabilities</u></b>                         |              |              |
| Examiner's fee                                    | 0            | 540          |
|   | <u>0</u>     | <u>540</u>   |

### Trustees Responsibilities in relation to financial Statements

Charity Law requires the trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a receipts and payments account and Statement of Assets and Liabilities which are set out on page 5 and 6.

Approved by the trustees on .....and

Signed on their behalf by ..... Ps Courtney Stewart

# POTTERS HOUSE CHRISTIAN CENTRE FELLOWSHIP UK

## Lewisham

### Notes to the accounts

### For the Year Ended 31 March 2020

#### 1. Basis of accounting

The accounts have been prepared under the “Receipts and payments” basis as prescribed by the Charity Commissioners and they meet the appropriate legal requirements.

|                              |                                      | Unrestricted  | Restricted    | Total this    | Total         |
|------------------------------|--------------------------------------|---------------|---------------|---------------|---------------|
|                              |                                      | <u>funds</u>  | <u>funds</u>  | <u>Year</u>   | <u>last</u>   |
| <b><u>Receipts</u></b>       |                                      | £             | £             | £             | £             |
| <i>Donations</i>             |                                      |               |               |               |               |
|                              | Donations and other similar receipts | 48,099        | 11,796        | 59,895        | 58,295        |
| <i>Other</i>                 |                                      |               |               |               |               |
|                              | Tax relief                           | 18,373        |               | 18,373        | 13,512        |
|                              | Reimbursements                       | 683           |               | 683           | 3,060         |
| <b><u>Total Receipts</u></b> |                                      | <u>67,155</u> | <u>11,796</u> | <u>78,951</u> | <u>74,868</u> |

#### a. Costs of activities in furtherance of the objects of the charity

|   | Unrestricted | Restricted | 2020   | 2019   |
|---|--------------|------------|--------|--------|
|   | £            | £          | Total  | Total  |
|   |              |            | £      | £      |
| Fellowship tithe                          | 6,083        |            | 6,083  | 4,010  |
| Building rent and rates                   | 17,363       |            | 17,363 | 19,310 |
| Accommodation                             | 15,750       |            | 15,750 | 1,660  |
| Equipment purchases                       | 375          |            | 375    | 1,019  |
| Acc Visit Sp/Wed/ Staff                   | 2,822        |            | 2,822  | 7,088  |
| Utilities                                 | 1,068        |            | 1,068  | 6,019  |
| Conference and seminars, World evangelism | 0            | 8611       | 8,611  | 1,193  |
| Visiting speaker/Love offerings           | 9,293        |            | 9,293  | 6,293  |
| Insurance                                 | 1,874        |            | 1,874  | 2,782  |
| Travel & Impact Team                      | 3,117        |            | 3,117  | 2,868  |
| Local Outreach                            | 0            |            | 0      | 200    |
| Hospitality                               | 2,237        |            | 2,237  | 6,831  |
| Books and Periodicals                     | 788          |            | 788    | 411    |

|                                    |        |       |        |        |
|------------------------------------|--------|-------|--------|--------|
| Motor vehicle expenses             | 2,398  |       | 2,398  | 10,535 |
| Equipment repairs                  | 748    |       | 748    | 1,235  |
| Professional fees and Bank charges | 1,047  |       | 1,047  | 1,267  |
|                                    | 64,965 | 8,611 | 73,576 | 72,719 |

#### **b. Fundraising and publicity**

|                        |       |   |       |       |
|------------------------|-------|---|-------|-------|
| Stationery and Postage | 0     |   | 0     | 1,545 |
| Printing & Advertising | 1,471 |   | 1,471 | 1,150 |
|                        | 1,471 | 0 | 1,471 | 2,695 |

#### **Note 3 - Restricted Funds**

Restricted funds received and spent during the year are detailed below

| <b>Purpose</b>                            | <b>Balance<br/>01.04.19<br/>£</b> | <b>Incoming<br/>£</b> | <b>Outgoing<br/>£</b> | <b>Balance<br/>31.03.20<br/>£</b> |
|---|-----------------------------------|-----------------------|-----------------------|-----------------------------------|
| Conference and seminars, World evangelism | 0                                 | 11,796                | 8,611                 | 3,185                             |
| Total Restricted funds                    | 0                                 | 11,796                | 8,611                 | 3,185                             |

#### **Note 4 - Trustees**

No Trustees received remuneration during the year except for Pastor Courtney Stewart

No transactions were undertaken by (or on behalf of) the charity in which a trustee or connected person has a material interest.

#### **Note 5 - Other Disclosure Issues**

The charity has no other commitments, loans, contingent liabilities other than those disclosed in the accounts. There are no other disclosure issues.