

**HOLY SPIRIT EVANGELICAL MISSION  
(A Registered Charity)**

**REPORT AND FINANCIAL STATEMENTS**

**30<sup>th</sup> JUNE 2019**

**Registered Charity Number: 1097729**

**HOLY SPIRIT EVANGELICAL MISSION  
FINANCIAL STATEMENTS**

**for the Year ended 30<sup>th</sup> JUNE 2019**

**CONTENTS**

	<b>Page</b>
Legal and Administrative Details	1
Management Committee's Report	2
Accountants' report	5-6
Statement of Financial Activities	7
Balance sheet	8
Notes	9
Detailed Income & Expenditure Account	12

**HOLY SPIRIT EVANGELICAL MISSION****COMPANY INFORMATION****30<sup>th</sup> JUNE 2019**

<b>Status</b>	Registered as a charity
<b>Charity Number</b>	1097729
<b>Registered Office and Operational Address</b>	54 Kidd Place London SE7 8HF
<b>Trustees</b>	M Falomo S Okafor A Olisah
<b>Accountants</b>	Martin Morrison & Co Limited Chartered Certified Accountants Unit 43, The Coach House St Mary's Business Centre 66/70 Bourne Road Bexley, Kent DA5 1LU

**HOLY SPIRIT EVANGELICAL MISSION  
MANAGEMENT COMMITTEE'S REPORT  
30<sup>th</sup> JUNE 2019**

The Management Committee presents its report and the financial statements for the year ended 30<sup>th</sup> June 2019.

**Activities and Review**

Principal Activity:

The principal activity of the entity during the financial year was, to undertake Christian worship and promote and facilitate Christian education.

**Organisation**

Holy Spirit Evangelical Mission is a charitable organisation registered with the Charity Commission under registration number 1097729, whose Management Committee are the trustees of the charity. Sub-committees, including a recruitment sub-committee and a finance and general purposes committee have been formed.

**Review of the Year**

A detailed review of the operations of the charity is contained in a separate annual report.

**Management Committee's Responsibilities**

Charity law requires the Management Committee to prepare financial statements for each financial Year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Management Committee is required to

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Internal control and risk management**

The Board has overall responsibility for all systems of internal financial control applied at Holy Spirit Evangelical Mission. The systems employed are designed to provide reasonable, but not absolute, assurance against material misstatement or loss.

The Board is responsible for the effectiveness of the charity's system of internal control. However, it must be recognised that any such system can provide only reasonable and not absolute assurance with respect to:

- a. The reliability of financial information within the organisation or for publication.
- b. The retention and maintenance of appropriate accounting records.

**HOLY SPIRIT EVANGELICAL MISSION  
MANAGEMENT COMMITTEE'S REPORT  
30<sup>th</sup> JUNE 2019**

- c. The safeguarding of assets against unauthorised use or disposal.

The key factors of the internal financial control system which operated throughout the year covered by the financial statements are outlined as follows:

**a. Control Environment**

The charity has a clearly defined management structure which ensures proper delegation of responsibility and authority from the Board to the management team. There are established policies and procedures in place.

**b. Key Business Risks**

The Board has identified the key business risks relevant to the charity's operations and appropriate policies developed to manage those risks.

**c. Information System**

An annual planning and budgeting system results in an annual budget being approved by the Board. The financial reporting system thereafter compares, on a monthly basis, results to budgeted plans to identify and react to any significant deviation. Financial reviews of each of the charity's projects are undertaken at least on a quarterly basis.

**d. Main Control Procedures**

The Board has adopted a schedule of matters which are discussed on a monthly basis, thus ensuring full and effective financial control.

**e. Monitoring**

The charity recognises the impact of control and accurate reporting, and therefore information and monitoring systems are in place to provide the Board and management team with accurate and timely information on which to base opinions and decisions. The Board has reviewed the effectiveness of the system of internal financial control during the year.

**Members of the Management Committee**

The following served as charity trustees during the year and up to the date of this report:

M Falomo  
S Okafor  
A Olisah

Management Committee members have no beneficial interest in the charity and are not remunerated.

**Corporate governance**

The governing body is the Management Committee. The current membership of the Committee is shown above. The members of the Committee are non-executive and unpaid. The Committee meets regularly, retains full and effective control over the organisation.

**Payment to creditors**

Holy Spirit Evangelical Mission aims to pay its creditors in accordance with terms agreed.

**HOLY SPIRIT EVANGELICAL MISSION  
MANAGEMENT COMMITTEE'S REPORT  
30<sup>th</sup> JUNE 2019**

**Reserve policy**

It is the policy of the Board, taking account of the level of grant receivable from various funders, to seek each year to match income and expenditure, and to avoid accumulating a deficit, such that Holy Spirit Evangelical Mission is able to continue successfully its present work.

**Accountants**

Martin Morrison & Co Limited were reappointed at the Annual General Meeting and have expressed their willingness to continue as independent examiners.

Approved by the Management Committee on 20/06/2019 and signed on their behalf by:

S Okafor  
Trustee

A handwritten signature in black ink, appearing to be 'S Okafor', written over a horizontal line.

## **Holy Spirit Evangelical Mission**

### **Independent examiner's report on the accounts**

**Report to the trustees of:** 1097729

**On the accounts for the year ended:** 30<sup>th</sup> June 2019

**Charity number:** 1097729 set out on pages 7-12.

I report on the accounts of the charity for the year ended 30<sup>th</sup> June 2019, which are set out on pages 7 to 12.

### **RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER**

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an Independent Examination is needed. The charity's income for the year is under £250,000.

Having satisfied myself that the charity is not subject to an audit under part 16 of the Companies Act 2006 and the trustees have elected to have an Independent Examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in General Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

### **BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 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 that are set out in the statement below.

### **INDEPENDENT EXAMINER'S STATEMENT**

In the course of my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts

**Holy Spirit Evangelical Mission****Independent examiner's report on the accounts****Signed:****Date:** 20/10/2020**Yaw Kusi BSc. (Hons),FCCA**

Martin Morrison & Co Limited  
Chartered Certified Accountants  
Unit 43, The Coach House  
St Mary's Business Centre  
66/70 Bourne Road  
Bexley, Kent  
DA5 1LU



**HOLY SPIRIT EVANGELICAL MISSION**  
**STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and Expenditure)**  
**FOR THE YEAR ENDED 30th JUNE 2019**

	Notes	Unrestricted £	Restricted £	Total	2018
<b>Income</b>					
Grants	2	25,990	0	25,990	27,900
Other Funds		0	0	0	0
Bank Deposit Interest		0	0	0	0
<b>Total Income</b>		<u>25,990</u>	<u>0</u>	<u>25,990</u>	<u>27,900</u>
<b>Expenditure</b>					
Direct Charitable Expenditure		24,761	0	24,761	26,195
Fundraising & Adverting		0	0	0	0
Administration		2,205	0	2,205	1,542
<b>Total Charitable Expenditure</b>		<u>26,965</u>	<u>0</u>	<u>26,965</u>	<u>27,737</u>
<b>Net Income/(Expenditure) for year</b>	4	-975	0	-975	163
<b>Funds Brought Forward</b>		<u>-98</u>	<u>0</u>	<u>-98</u>	<u>-261</u>
<b>Funds Carried Forward</b>	6	<u>-1,073</u>	<u>0</u>	<u>-1,073</u>	<u>-98</u>

All of the charity's activities are classed as continuing. All movements in reserves are shown above.  
All recognised gains and losses are shown above.

**HOLY SPIRIT EVANGELICAL MISSION  
BALANCE SHEET  
AS AT 30th JUNE 2019**

8

	Notes	£	£	2018
<b>Tangible Fixed Assets</b>	6		2	2
<b>Current Assets</b>				
Debtors	7	0		0
Cash at Bank and in Hand		<u>4,880</u>		<u>1,076</u>
		4,880		1,076
<b>Creditors: Amounts Falling Due Within One Year</b>	8	<u>5,954</u>		<u>1,176</u>
Net Current Assets/(Liabilities)			<u>-1,075</u>	<u>-100</u>
<b>Total Net Liabilities</b>			<u>-1,073</u>	<u>-98</u>
<b>Funds</b>				
Restricted Funds			0	0
Unrestricted Funds			<u>-1,073</u>	<u>-98</u>
<b>Total Funds</b>			<u>-1,073</u>	<u>-98</u>

These financial statements were approved by the Executive Committee on 20/10/2020 and signed on their behalf by:

*X Okafor*

**A Okafor - Trustee**

**HOLY SPIRIT EVANGELICAL MISSION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2019**

9

**1. Accounting Policies**

- a) The financial statements have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting By Charities
- b) Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable.
- c) Grants are credited to the Statement of Financial Activities on the earlier date of receipt or when receivable, unless they relate to a specified future period, in which case they are deferred.
- d) 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, together with a fair apportionment of support and management and administration costs. Grants for the purchase of fixed assets are initially charged against the fund then transferred to the fixed asset fund.
- e) Unrestricted funds are donations and other incoming resources receivable or generated for the charitable purposes.
- f) Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- g) Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.
- h) Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each assets over its estimated useful life at the following rates:  
Furniture, fittings and equipment 4 years

**2. Grants**

	Unrestricted £	Restricted £	2019 Total	2018
Donations Received	21,875	0	21,875	27,900
BPA ME	4,105	0	4,105	0
Interest Received	11	0	11	0

25,990	0	25,990	27,900
--------	---	--------	--------

**HOLY SPIRIT EVANGELICAL MISSION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2019**

**3 Staff Costs and Numbers**

The average number of employees during the year was 1 (2018 - 1). At 30th June 2019 there was no paid staff employed.

	<b>2019</b>	<b>2018</b>
Ministerial Maintenance	<u>8,610</u>	<u>8,425</u>

**4 Net Income for the year**

This is stated after charging

	<b>2019</b>	<b>2018</b>
Trustees' Emoluments	0	0
Accountant's Remuneration		
For Independent Examination	480	480
For Other Services	0	0
Depreciation	<u>0</u>	<u>0</u>

**5 Taxation**

All income is applied for charitable purposes and therefore the charity is exempt from corporation tax.

**HOLY SPIRIT EVANGELICAL MISSION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2019**

**6 Tangible Fixed Assets**

**Cost**

At 1st July 2018	4,275
Additions in the year	0
At 30th June 2019	<u>4,275</u>

**Depreciation**

At 1st July 2018	4,273
Charge for the year	0
At 30th June 2019	<u>4,273</u>

**Net Book Value**

At 30th June 2019	<u>2</u>
At 30th June 2018	<u>2</u>

**7 Debtors**

	2019	2018
Grant Debtors	0	0
	<u>0</u>	<u>0</u>

**8 Creditors: Amounts Falling Due Within One Year**

	2019	2018
Other Taxes and Social Security	216	216
Accruals and Other Creditors	<u>5,739</u>	<u>960</u>
	<u>5,954</u>	<u>1,176</u>