

Charitable Incorporated Organisation Charity Registration Number: 1102013

Annual Report and Financial Statements

For the year ended 31 December 2020

Simply Churches
Chartered Accountants
17 Heathville Road
London N19 3AL

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Annual Report of the Trustees For the year ended 31 December 2020

Charity Name Pastor Training International.

Charity Registration no. 1102013. The Charity was registered with the Charity Commission on 10 February

2004 as a charitable company. Subsequently, on 15 November 2019, it converted to

a charitable incorporated organisation.

Registered Office Pastor Training International, ELT Baptist Church, 15 Burdett Road, Mile End, London

E3 4TU.

Governing Document Memorandum and Articles of Association dated 16th October 2003. Subsequently

the CIO Foundation dated 15 November 2019.

Objects The advancement of the Christian faith throughout the world principally through the

teaching of, provision of training to and support of Christian Pastors, together with

the publication and distribution of Christian literature.

Trustees The Trustees who served during the year and who were serving at the date of this

report were:

Jeremy Marshall (Chairman)

Christopher Embleton-Smith

Mike Taylor Ken Brownell Roy Proctor Stefan Cantore Gavin Walker William James

Rebekah Brown (appointed 13 February 2020)

Key Management Personnel Those in charge of planning, directing, controlling, running and operating the Charity,

including those members of staff who are the senior management personnel to whom the trustees have delegated significant authority or responsibility in the day-to-day running of the charity, are the Trustees together with Simon Percy, the Director of

Ministry

Ministry Board Dr. Kenneth Brownell (chair)

Rev. Gareth Huw Jones (vice-chair)

Rev. Simon Percy Rev. Paul Williams Dr. Keith Ferdinando Rev Alastair Steven Rev Daryl Jones Gerald Tanner Ian Cooper Simeon Woodcraft

Bankers NatWest Bank plc

39 The Borough

Farnham Surrey GU9 7NP

Annual Report of the Trustees For the year ended 31 December 2020

Independent Examiner John Helm ACA

Simply Churches Limited 17 Heathville Road London N19 3AL

Solicitors Edward Connor Solicitors

Market Harborough 10 The Point,

Market Harborough,

LEI6 7QU

Annual Report of the Trustees For the year ended 31 December 2020

The Trustees submit their annual report and the financial statements of Pastor Training International ("the Charity") for the year ended 31 December 2020. The financial statements have been prepared in the format prescribed by the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP2015 (FRS102)) and the Financial Reporting Standard 102. The legal and administrative information set out earlier in this document forms part of this report.

I. Structure, Governance & Management

I.I. Trustees

The Trustees meet quarterly to discuss a full range of matters relating to strategy, project work, recruitment, finance and general administration.

The induction process for any individual newly-appointed to the board of Trustees comprises an initial meeting with at least two of the Trustees (whenever possible one of these two Trustees being the Chair) and receipt of copies of:

- the CIO Foundation
- the most recent financial statements
- the Charity Commission's guidance 'The Essential Trustee'.

1.2 Risk Management

The Trustees acknowledge that they have a responsibility for the identification and proper management of risks faced by the Charity in achieving its primary aims. The Trustees have therefore assessed the major risks to which the Charity is exposed, in particular those relating to the specific operational areas of the Charity and its finances. The Trustees believe that by monitoring reserve levels, by developing controls over key financial systems, and by having the operational risks faced by the Charity reviewed, they have established systems and procedures to mitigate those risks.

2. Activities and Public Benefit

Benefit to the public is achieved through the education of Pastors and Bible Teachers in Majority World countries who act as role models in their communities. Distribution of literature with Christian Teaching will affect the morality of recipients who respond.

The Trustees have also established a Ministry Board which works with the Director of Ministry to decide the who, what and where of the training the Charity provides for pastors who would otherwise have very little opportunity to receive training. The Ministry Board also recommends and, where necessary, has translated suitable literature which will benefit the pastors and churches in the location where the training is conducted.

3. Achievements and Performance

A stakeholder's day was held in early March 2020 and was followed by a Trustees away day to discuss and consider the information gathered and to begin a strategic review. By September, the new Strategy had been agreed.

Training had been planned to take place in 40 locations. However, the Coronavirus pandemic meant that only eleven were able to take place. (Nepal I, Thailand 3, India 3, Uganda 3 and Ivory Coast I). We were pleased that we had been able to increase the amount of training in Thailand and to conduct training in the Ivory Coast before the restrictions came in. Over the rest of the year some short training sessions took place virtually over the internet in India, Nepal, Myanmar, and Ethiopia. Unfortunately, most of the locations where PTI works, particularly in Africa, did not have sufficient internet connection to allow this to happen, though some attempts were made. Work is still being done to complete year 5 of the curriculum. Work is ongoing to produce some simple training videos.

The Director of Ministry did some physical Deputation work before the first lockdown and was able to continue doing others with several churches around the country using Zoom.

The strategic review encouraged PTI to explore ways in which the mission might work more closely with other likeminded charities, thereby potentially using our resources more wisely. This has led to discussion with our sister charity Christian

Annual Report of the Trustees For the year ended 31 December 2020

Books Worldwide (CBW) and has resulted in the two charities sharing the same staff to cover finances and communications and using the same location to store their books. Further discussions are taking place on how the two charities could work together on common projects. Other enquiries have been taking place to a lesser degree with some other charities in the UK to explore how we might collaborate more and avoid unnecessary duplication.

Preparations went well for the training of local trainers in Myanmar which was planned to begin in August 2021. Some discussions have been taking place to consider doing a similar thing in an African country.

The distance mentoring scheme continued during 2020 and several people completed the scheme.

Having conducted a governance review after becoming a CIO PTI has now produced a number of policies such as a Safeguarding Policy with its procedures, training and implementation plan, and is doing the same for its Crisis and Emergency Policy. A risk policy and a Risk Register have been produced for PTI and this is regularly looked at to identify areas of potential risk.

Work was carried out to investigate how PTI could improve its communications and widen its supporter basis. A consultant worked with PTI to provide the charity with a strategy to improve our communications, especially in the social media sphere, and a communications co-ordinator has been appointed to implement that strategy.

4. Financial Review

Funding for the Charity comes mainly from donations from churches and individuals.

4.1 Financial Activity and Financial Position

The Statement of Financial Activities and Balance Sheet can be found on pages 9 and 10 respectively. The Charity's reserves increased by £24,776 during the year (2019 – increased by £51,481). The balance sheet shows total net assets of £190,706 (2019: £165,930).

Included in total funds are amounts totalling £35,856 (2019: £39,917) which are restricted. These monies have either been raised for, and their use restricted to, specific purposes, or they comprise grants subject to grantor imposed conditions. Full details of these restricted funds can be found in note 8 to the accounts together with an analysis of movements in the year.

4.2 Reserves Policy

The Trustees have examined the requirements for free reserves, ie those unrestricted funds not invested in tangible fixed assets. The Trustees consider that, given the nature of the Charity's funding, free reserves should be equivalent to approximately 4 months' worth of budgeted expenditure (after adjusting for projects with matching grant income and expenditure) in order to provide sufficient flexibility to cover temporary shortfalls in incoming resources and allow the Charity to cope and respond to unforeseen emergencies whilst specific action plans are implemented. At 31 December 2020 the Charity had net free reserves of £154,550 (2019: £125,913) as follows:

£ £	£
190,706	165,930
(300)	(100)
(35,856)	(39,917)
154,550	125,913
61,000	61,000
	190,706 (300) (35,856) 154,550

2020

2019

Annual Report of the Trustees For the year ended 31 December 2020

Currently free reserves are higher than the policy and increased in 2020. The increase is due to the reduced expenditure in 2020 because of the coronavirus pandemic limiting travel. Plans have been made for the funds to be used for extra conferences and other projects over the next 3 to 5 years once the pandemic restrictions are lifted.

5. Going Concern Review

Prior to the signing of these accounts, the UK and many of the countries PTI works in have been placed under lockdown restrictions because of the Covid-19 pandemic. No overseas travel and no conferences have taken place since this occurred, and none are planned for the foreseeable future.

Each year it is the trustees' responsibility to state whether or not the annual accounts have been drawn up on a going concern basis (see the accounting policy note on page 11). Going concern is the assumption that an entity, in this case the charity, has the resources (financial or otherwise) needed to continue operating for the foreseeable future and, in particular, for at least 12 months from the date of approval by the trustees of these annual accounts. If the going concern principle did not apply then the accounts would be drawn up on an insolvent basis.

The trustees have had to consider the impact of the Covid-19 pandemic on PTI's operations. Although income is likely to reduce because of the economic impact of the pandemic, expenditure will also reduce because conferences are not able to be held. Reserves and ongoing income are sufficient to maintain the reduced activities of PTI.

No staff have been furloughed. The Director of Ministry is working on updating PTI policies, continuing his deputation work, and has been putting together online and video materials that can be used for training pastors in the Majority World.

6. Plans for Future Periods

- I. The strategic review aims for PTI to work more closely with people in the majority world in both the design and delivery of the training we are providing.
- The Covid-19 pandemic is continuing to prevent overseas travel. However training is being planned in several locations, and in these cases the training will be done by local people with support from PTI (this fits well with the new strategy of PTI).
- 3. Training of local trainers who will themselves pass on this training to local pastors particularly in hard-to-reach rural areas is now planned to begin in August 2021 in Myanmar. An African country is also being considered for this training as well.
- 4. More videos, hopefully to a more professional standard, will be produced to assist with the equipping of these local trainers.
- 5. If the restrictions lift sufficiently in 2021, some physical training may yet be possible in 2021.
- 6. The recruitment of a communications person to work under the direction of the communications coordinator and the recruitment of an operations administrator to enable PTI to review and when necessary, amend its various policies.
- 7. Taking a fresh look at the distance mentoring scheme.

7. Responsibilities of Trustees for the Financial Statements

The Trustees are responsible for preparing the report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Charity law in England and Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period.

In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 activities of the Charity will continue.

Annual Report of the Trustees For the year ended 31 December 2020

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enables them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the governing document. The Trustees are 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. The Trustees are responsible for the maintenance and integrity of the Charity and financial information included in the Charity's website.

8. Approval

The report of the Trustees was approved by the Trustees on 25 May 2021 and signed on their behalf by:

Jeremy Marshall Chairman

Report of the Independent Examiner to the Trustees of Pastor Training International

I report on the accounts of the Pastor Training International for the year ended 31 December 2020, set out on pages 9 to 16.

This report is made solely to the Trustees in accordance with section 145 of the Charities Act 2011 ("the Act"). My independent examination has been undertaken so that I might state to the Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by the law, I do not accept responsibility to anyone other than the Trust and the Trustees for my independent examination, for this report, or the opinions I have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Trustees consider that an audit is not required for this period (under section 144(2) of the Act) and that an independent examination is needed.

It is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with 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 I do not express an audit opinion on the accounts.

INDEPENDENT EXAMINER'S STATEMENT

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

- I. accounting records were not kept in respect of the Charity as required by section 130 of the 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.

John Helm ACA

25 May 2021

Statement of Financial Activities (including the Income and Expenditure account) For the year ended 31 December 2020

Note	Unrestricted Funds 2020 £	Restricted Funds 2020	Total 2020 £	Unrestricted Funds 2019	Restricted Funds 2019	Total 2019 £
Income from: 2	~	_	_	~	_	_
Donations and legacies	78,322	38,365	116,687	127,498	85,996	213,494
Investments	1,178		1,178	602		602
Total Income	79,500	38,365	117,865	128,100	85,996	214,096
Expenditure on: 3						
Raising funds	10,671	6,192	16,863	3,209	7,507	10,716
Charitable activities	39,992	36,234	76,226	89,623	62,276	151,899
Total Expenditure	50,663	42,426	93,089	92,832	69,783	162,615
Net gains/(losses) on investments						
Net income/(expenditure)						
before tax 4	28,837	(4,061)	24,776	35,268	16,213	51,481
Tax payable 5						
Net income/(expenditure) after tax	28,837	(4,061)	24,776	35,268	16,213	51,481
Transfers between funds	-	-	-	1,778	(1,778)	-
Other recognised gains and losses						-
Net movement in funds	28,837	(4,061)	24,776	37,046	14,435	51,481
Total funds brought forward	126,013	39,917	165,930	88,967	25,482	114,449
Total funds carried forward	154,850	35,856	190,706	126,013	39,917	165,930

Balance Sheet At 31 December 2020

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total 2020 £	Total 2019 £
Fixed Assets					
Tangible Assets	6	300	-	300	100
		300	0	300	100
Current Assets					
Stock		955	-	955	1,591
Debtors	7	8,388	-	8,388	13,656
Cash At Bank And In Hand		150,536	35,856	186,392	156,779
		159,879	35,856	195,735	172,026
Creditors - Amounts Falling Due Within One Year	8	5,329	-	5,329	6,196
Net Current Assets		154,550	35,856	190,406	165,830
Net Assets		154,850	35,856	190,706	165,930
Represented By:					
Restricted Funds	9	-	35,856	35,856	39,917
Unrestricted Income Funds		154,850	<u>-</u>	154,850	126,013
Total Funds		154,850	35,856	190,706	165,930

The financial statements were approved by the Trustees on 25 May 2021 and signed on their behalf by:

Jeremy Marshall Chairman

Notes to the Financial Statements For the year ended 31 December 2020

I. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of accounting

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102) and the Charities Act 2011. The financial statements are drawn up on the historical cost basis of accounting with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements

The Charity meets the definition of a public benefit entity under FRS 102.

Going Concern

There are no material uncertainties about the charity's ability to continue as a going concern and accordingly the accounts have been drawn up on a going concern basis.

Income recognition

Voluntary income and donations (including legacies) are accounted for once the Charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured. Income from the recovery of tax on gift aided donations is accounted for in the period to which the relevant donation is received. Grant income is recognised on a receivable basis.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

Expenditure recognition

Expenditure is accrued as soon as a liability is considered probable, and the amount of obligation can be measured reliably. Longer term liabilities are discounted to present value. The Charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

Expenditure included in Raising Funds includes amounts incurred in obtaining grants and other donations.

Charitable expenditure includes those costs in fulfilling the Charity's principal objects, as outlined in the Report of the Trustees. Charitable expenditure includes governance costs and an apportionment of support costs. Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees.

Rentals under operating leases are charged as incurred over the term of the lease.

Taxation

The Charity is a registered charity and qualifies for relief from Corporation Tax under s 505 of the Taxes Act.

Tangible Fixed Assets

The cost of equipment, less any expected residual value, is depreciated on a straight-line basis over the effective useful life of the asset, which has been estimated as four years.

Debtors

Debtors are included at the settlement amount due. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of opening of the deposit.

Notes to the Financial Statements For the year ended 31 December 2020

I. Accounting Policies (continued)

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

Fund accounting

The funds held by the charity are either:

- Unrestricted general funds these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2. Income

2. Income	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total 2020 £	Total 2019 £
Donations & legacies				
Donations	71,488	38,365	109,853	172,079
Gift Aid	6,834	-	6,834	9,578
Legacy				31,837
Investment income	78,322	38,365	116,687	213,494
Bank Interest	1,178		1,178	602
	79,500	38,365	117,865	214,096

Notes to the Financial Statements For the year ended 31 December 2020

3. Expenditure						
	Activities undertaken directly	Indirect costs (note 3a)		Restricted Funds 2020	Total 2020	Total 2019
Daining Francis	L	£	£	L	£	£
Raising Funds	9				•	•
Collecting agent fees	•	-	9		9	0
Website, communications	9,661	-	8,581	1,080	9,661	1,316
Deputation	-	5,112	-	5,112	5,112	6,717
Appeals, newsletters	2,081	-	2,081	-	2,081	2,238
Other promotion				-	0	445
	11,751	5,112	10,671	6,192	16,863	10,716
Charitable Activities						
Conferences	26,053	48,320	39,138	35,235	74,373	148,692
Mentoring	585	1,086	672	999	1,671	1,578
Gift of books	182	-	182	-	182	1,629
	26,820	49,406	39,992	36,234	76,226	151,899
	38,571	54,518	50,663	42,426	93,089	162,615

3a. Allocation of indirect costs

	Book storage & distribution £	Staff costs (note 3b)	Office costs	Governance £	2020 Total £
Indirect costs have been allocated to the activities below on the following bases:	100% charitable activities	time spent	staff costs	l 00% charitable activities	
Raising funds	_	4,436	676	_	5,112
Charitable activities	1,582	39,925	6,080	1,819	49,406
	1,582	44,361	6,756	1,819	54,518

3b. Staff costs

Included within expenditure are the following staff costs of two employed individuals:

	2020	2019
	£	£
Gross salary	40,967	38,727
Social security costs (net of Employer Allowance)	1,057	1,161
Pension contributions	2,337	2,283
	44,361	42,171

No trustees received reimbursement of expenses during the year (2019: £nil) in aggregate relating to travel and training).

Notes to the Financial Statements For the year ended 31 December 2020

4. Net Income

Net income is stated after charging:

Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total 2020 £	Total 2019 £
200	-	200	100
840	-	840	800
264		264	1,666
	2020 £ 200 840	Funds Funds 2020 2020 £ £ 200 - 840 -	Funds Funds Total 2020 2020 £ £ £ £ 200 - 200 200 2000 840 - 840

5. Taxation

As a charity, Pastor Training International is exempt from tax on income and gains falling within the provisions of the Corporation Taxes Act 2010 or the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen on the Charity.

6. Tangible Fixed Assets

	Office Equipment £
Cost	
At I January 2020	400
Additions	400
Disposals	
At 31 December 2020	800
Depreciation	
At I January 2020	300
Charge For Year	200
Disposals	-
At 31 December 2020	500
Net Book Value	
At 31 December 2020	300
At 31 December 2019	100

All of the fixed assets are used for charitable purposes.

Notes to the Financial Statements For the year ended 31 December 2020

7. Debtors				2020	2019
				2020 £	2019 £
Prepayments				592	4,078
Income tax recoverable				6,908	9,578
Other debtors				888	-
				8,388	13,656
					l
8. Creditors - Amounts Falli	ing Due Within One Y	'ear			
				2020 £	2019 £
A I -				_	
Accruals Other creditors				840 4,489	4,153 2,043
				5,329	6,196
9. Restricted Funds			'		l.
9a Current year	At I				At 31
, and	January				December
	2020		Expenditure	Transfers	2020
	£	£	£	£	£
Specific conferences	714	6,528	(2,066)	-	5,176
Mentoring	0 0	60 25 597	(60)	-	0 500
Simon Percy Project Timothy	9,203	25,597 180	(34,300)	-	180
PTI Administration	0	6,000	(6,000)	_	0
Books		-	(0,000)	-	Ö
Train the Trainers	30,000	-	-	-	30,000
	39,917	38,365	(42,426)	0	35,856
9b Prior year	At I				At 31
•	January				December
	2019	Income	Expenditure	Transfers	2019
	£	£	£	£	£
Specific conferences	984	21,270	(20,762)	(778)	714
Mentoring	0	510	(510)	-	0
Simon Percy	23,498	27,876	(42,171)	-	9,203
Project Timothy	0	340	(340)	-	0
PTI Administration	0	6,000	(6,000)	(1,000)	0
Books Train the Trainers	1,000	30,000	-	(1,000)	0 30,000
	25,482	85.996	(69,783)	(1,778)	39,917
Train the Trainers		30,000 85,996	(69,783)	(1,778)	-

Notes to the Financial Statements For the year ended 31 December 2020

9. Restricted Funds (continued)

Descriptions of the restricted funds are as follows:

Specific conferences: funding received specifically for the funding of conferences. The reason for the transfer to the unrestricted general fund was to reimburse the unrestricted fund for costs incurred in the prior year on behalf of the specific conferences fund.

Mentoring: funding received specifically for the funding of mentoring activities.

Simon Percy: funding received specifically for the funding the employment and expenses of Simon Percy.

Project Timothy: funding received specifically for work in Uganda

PTI Administration: funding received specifically for the administration of the charity

Books: funding received specifically for the purchase and distribution of Christian books. The transfer to the unrestricted general fund was with the permission of the original donor.

Train the Trainers: funding received specifically for training trainers 'in-country' in order to deepen the work the charity can do.

10. Related Party Transactions

The aggregate total amount of donations by trustees to the charity during the year was £6,000: (2019: £7,900).

During the year the Charity made a donation of book stock, with a value of £182 (2019: £1,629), to Christian Books Worldwide ("CBW") (Charity registration 1127503). Several trustees of the Charity are also trustees of CBW. CBW has objects similar to those of the Charity and has greater expertise in the use of these books. This is part of a process by the Charity to reduce its book storage costs.