

CLC INTERNATIONAL OFFICE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2021

CLC INTERNATIONAL OFFICE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr J Chamberlain
Mrs E Lugg
Mr G Ince
Mr J Raby
Mr J Watkins
Miss R Williams

International director

Mr G Chamberlin

Charity number

1058306

Principal address

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Independent examiner

Grant Wade BA ACA
Wells Richardson
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CLC INTERNATIONAL OFFICE

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CLC INTERNATIONAL OFFICE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JANUARY 2021

The trustees present their annual report and financial statements for the year ended 31 January 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Declaration of Trust dated 8 August 1996, the Charities Act 2011 and "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 2019).

Objectives and activities

The charity's objects are:

- The advancement of the Evangelical Tenets of the Christian religion either in the United Kingdom overseas especially through Christian literature.
- The advancement for the public benefit of religious or other education.

CLC is a missionary fellowship operating in 44 countries around the world. Each entity has its own registration in its country of operation, according to national legislation. There is no legal responsibility or ownership - apart from Romania, Bulgaria, Kyrgyzstan and France - and the individual CLC organizations work together under the guidelines of the voluntary code of the CLC International Constitution and the Guiding Principles.

The role of the CLC International Office is to facilitate CLC ministries, to obtain and provide funding for projects, to create and manage websites and other digital projects, to provide supervision and training services and to serve as a common point of communication and reference for CLC worldwide.

The function of the International Office is carried out by five Regional Directors - North America & Caribbean, Latin America, Africa, Europe and Asia - and a Digital Director, working in conjunction with the International Director. This group is given authority by the four-yearly International Council to interpret and apply the CLC International Constitution. While the International and Regional Directors do not have executive authority over the national CLC teams, their responsibility in fulfilling the role of the International Office is to monitor and mentor; to hold accountable leaders to their objectives; to provide leadership training; to give objective assessment of the health of the organisation; to provide oversight and accountability for grants made; and to be a service provider for websites and training.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The trustees are also aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity.

The Trustees record their grateful thanks to the volunteers who have helped in maintaining the office, visited overseas centres and offered their advice and assistance throughout the year. Their contribution has been invaluable.

Achievements and performance

The year ended 31 January 2021 was overshadowed by the worldwide Covid 19 pandemic and most of the events of that year arose from, or were directly related to, the pandemic. CLC International Office was operating against a reduction of 13%, year on year, in CLC global sales and an increase of 86% in internet sales to over 18% of total sales. Two actions were taken soon after the pandemic became established: a "Crisis Action Guide" was produced that was well received by the individual countries and more frequent and comprehensive sales reporting was initiated. It has become a useful tool for the Regional Directors.

International Director

In April 2020 the International Director, Gerardo Scalante, suffered a heart attack. He did not return to work until August 2020, initially part-time. His deputy, Gary Chamberlin, stepped up to the role in the interim and gradually Gerardo took back the reins. Subsequent to the year-end, in September 2021, he resigned as International Director. His absence signaled the start of weekly Regional Directors' meetings (since reduced in frequency). Previously they had met from time to time by Skype. These weekly meetings gave an opportunity to hear individual national directors, who were giving devotional presentations and became a valuable way to consider and debate up-coming opportunities and concerns.

CLC INTERNATIONAL OFFICE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

Global meetings

An International Council meeting that should have taken place in South Korea in May 2020 did not take place. A short meeting, by Zoom, did take place in April 2021 and it is anticipated that the next physical council will not happen until 2024. Increased use has been made of Zoom and there were 2 global days of prayer and fasting in May 2020 and September 2020. The use of Zoom to enable these events to be a global experience were much appreciated and an excellent way of bringing the worldwide CLC Fellowship together.

Mutual Support

The International Office facilitated the support by stronger CLC ministries for those that were particularly hard hit by the pandemic. Support was especially focused on funding salaries. Burkina Faso and Myanmar were but two countries that benefited in this way. Decisions were made to close the ministries in Spain and Bolivia and the closure of that in Liberia was completed although none of these decisions were a result of Covid. The Regional Directors concerned devoted much time to these closures and to the new ministry in Peru.

Project Funding

In September the International Office received a gift of \$20,500 from the Tyndale Foundation for countries with particular difficulties during the pandemic.

Bible Projects

In June the publisher, Harper Collins, donated 48 pallets of bibles for sale by the Latin American countries. The Regional Directors had also made June a month of the Bible in the CLC countries. During the year a project was initiated to print 10,000 bibles for French West Africa. French bibles are particularly expensive in Africa.

Financial review

Income

Total income for the year was £404k (2020: £566k). Funding for projects amounted to £227k (2020: £386k) and was principally from CLC organisations but also from trusts and individuals.

Non-project income of £177k (2020: £180k) included £149k (2020: £157k) contributions from other CLC organisations, £27k (2020: £21k) from website charges to those organisations and £1k (2020: £2k) from other sources (mainly book sales, rents and donations).

Expenditure

Total expenditure for the year was £385k (2020: £587k). Expenditure on projects amounted to £239k (2020: £422k).

Non-project expenditure of £146k (2020: 165k) included £102k (2020: £83k) on support for staff and volunteers, £14k (2020: £52k) on their travel and accommodation, £4k (2020: £4k) on website and IT costs, £13k (2020: £5k) on contributions not paid and £13k (2020: £21k) on other costs.

Reserves Policy

Free reserves at 31 January 2021 are £162k (2020: £89k). It is the Trustees' opinion that unrestricted funds equal to at least six months' normal expenditure should be maintained, which amounts to approximately £100k (2020: £89k). In this context, the trustees consider normal expenditure should exclude costs of supporting projects, transfers, project funds, depreciation, bad debts and other non-committed expenditure.

Summary

Due to the timing of grant making expenditure, the net assets have increased and the Fund continues to meet the Trustees' objective of having six months' expenditure in hand. The Trustees consider that the reserves are sufficient to cover all foreseeable Project Fund Liabilities.

Covid 19

This year, the world has continued to experience the impact of the Covid19 pandemic. The CLC Fellowship has experienced its effect in all of the countries in which we serve. Some countries have been deeply impacted, particularly where there is a strong dependence on physical bookshops and those bookshops have been closed. At different times and for varying periods a total of 130 of our 146 bookshops worldwide were required to close because of the lockdown measures.

On the other side, the pandemic has created opportunities for us to refocus our distribution with an emphasis on online channels.

The International Office income has been negatively impacted by the fall in sales and the trustees have been taking steps to ensure its continued viability of the work.

Funds carried forward at 31 January 2021 are £494k (2020: £475k).

CLC INTERNATIONAL OFFICE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

Plans for future periods

A significant step for the International Office was to be the sale of the property in Abbeydale Road. The decision to sell was made in the financial year to generate funds to ensure continued financial viability but the property had become an unnecessary burden. The International Office only needed to occupy a small proportion of the property and did not have the resources to manage a substantial let. The sale was completed in August 2021.

The new International Director has a number of key priorities. These include focusing on future leadership as the Regional Directors will not be eligible for election again in 2024, the next physical CLC Council. This will necessitate a strategic review to ensure a sustainable future for the International Office. Also necessary is a protocol establishing how the Council, Trustees, ID, RDs and IO Staff are to interact in a harmonious and more transparent way.

Structure, governance and management

The charity is governed by a Declaration of Trust dated 8 August 1996 and is a registered charity, number 1058306.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr J Chamberlain

Mrs E Lugg

Mr G Ince

Mr J Raby

Mr J Watkins

Miss R Williams

CLC International Office Trustees are appointed on the recommendation of the existing Board and the International Director. New trustees undergo orientation to brief them on their legal obligations under charity law, the content of the Declaration of Trust, the decision making process and recent financial performance of the Charity.

Trustee meetings are held at least twice a year with additional meetings as necessary. The International Director is appointed on a four-year basis on the recommendation of the International Council.

The Board of Trustees, with the co-operation of the CLC International Office Team, led by the International Director, are primarily responsible for safeguarding and directing the distribution of monies received into the International Office Fund to progress the Objects as set out in the 1996 Declaration of Trust.

The Trustees recognise their responsibility to assist CLCIO in fulfilling the aims of the International CLC fellowship respecting the guidelines set out in the CLC International Constitution 2016 edition.

The Trustees will always seek to ensure that the Charity and its representatives function within the legal and regulatory framework as laid down by the Charity Commission of England and Wales, continually striving for best management practice.

The Trustees will work to maintain the integrity of the CLC IO Fund by maintaining sound financial practices and overall efficient administration of the Charity and resources.

The Trustees will ensure that monies granted are used for the purpose for which they are given and in accordance with the objects set out above.

The Trustees will maintain absolute confidentiality about all sensitive information.

The Trustees will regularly seek to assess the level of risk to the reputation, operation and achievement of the Charity and personal safety to members of the Charity and decide on the appropriate action to take in order to prevent damaging eventualities occurring and to mitigate the effect if they do.

The Trustees recognise that they must always act in the best interests of the Charity and as a body will take appropriate action to prevent any Board member acting under conflicting interest. Decisions regarding the Trust Fund will be taken by the Trustees acting together and not by any one individually. The Trustees may delegate decisions on day to day matters as necessary but will establish proper reporting procedures and clear lines of accountability.

CLC INTERNATIONAL OFFICE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

The trustees' report was approved by the Board of Trustees.

Mr J Raby

Trustee

25 November 2021

CLC INTERNATIONAL OFFICE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CLC INTERNATIONAL OFFICE

I report to the trustees on my examination of the financial statements of CLC International Office (the charity) for the year ended 31 January 2021.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. 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.

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 ICAEW, which is one of the listed bodies.

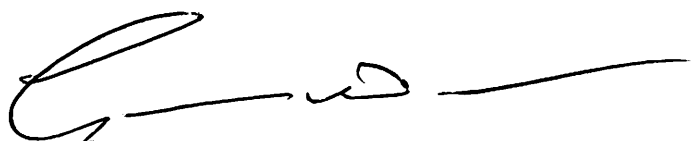
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me 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 financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Grant Wade BA ACA
Wells Richardson
Cannon House
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Sheffield
South Yorkshire
S3 8DP

Dated: 25 November 2021

CLC INTERNATIONAL OFFICE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JANUARY 2021

	Notes	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:									
Charitable activities	3	201,793	71,258	129,990	403,041	182,416	15,978	365,419	563,813
Other trading activities	4	530	-	-	530	980	-	-	980
Investments	5	226	-	-	226	294	-	-	294
Surplus/(Loss) on dollar exchange		(256)	-	-	(256)	503	-	-	503
Total income		<u>202,293</u>	<u>71,258</u>	<u>129,990</u>	<u>403,541</u>	<u>184,193</u>	<u>15,978</u>	<u>365,419</u>	<u>565,590</u>
Expenditure on:									
Charitable activities	6	178,418	24,010	182,631	385,059	185,962	24,429	376,222	586,613
Net income/(expenditure) for the year/ Net movement in funds		23,875	47,248	(52,641)	18,482	(1,769)	(8,451)	(10,803)	(21,023)
Net income/(expenditure) for the year/ Net movement in funds		23,875	47,248	(52,641)	18,482	(1,769)	(8,451)	(10,803)	(21,023)
Fund balances at 1 February 2020		<u>155,693</u>	<u>17,695</u>	<u>301,714</u>	<u>475,102</u>	<u>157,462</u>	<u>26,146</u>	<u>312,517</u>	<u>496,125</u>
Fund balances at 31 January 2021		<u><u>179,568</u></u>	<u><u>64,943</u></u>	<u><u>249,073</u></u>	<u><u>493,584</u></u>	<u><u>155,693</u></u>	<u><u>17,695</u></u>	<u><u>301,714</u></u>	<u><u>475,102</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

CLC INTERNATIONAL OFFICE

BALANCE SHEET

AS AT 31 JANUARY 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	10		73,787		75,297
Investments	11		8,829		8,829
			<u>82,616</u>		<u>84,126</u>
Current assets					
Stocks	12	2,043		2,148	
Debtors	13	61,612		53,996	
Cash at bank and in hand		382,253		344,969	
		<u>445,908</u>		<u>401,113</u>	
Creditors: amounts falling due within one year	14	(34,940)		(10,137)	
Net current assets			410,968		390,976
Total assets less current liabilities			<u>493,584</u>		<u>475,102</u>
Income funds					
Restricted funds	15		249,073		301,714
Unrestricted funds - designated	16		64,943		17,695
Unrestricted funds - general			179,568		155,693
			<u>493,584</u>		<u>475,102</u>

The financial statements were approved by the Trustees on 25 November 2021

Mr J Raby
Trustee

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2021

1 Accounting policies

Charity information

CLC International Office is a charity governed by a Declaration of Trust dated 8 August 1996 and is a registered charity, number 1058306.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Declaration of Trust, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated goods and services are recognised on receipt.

Rental income is accounted for on an accruals basis and includes all rental income due in the period of account.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Individual items of office and computer equipment are capitalised if they cost more than £1,000 and have a useful economic life of more than one year.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	0%
Fixtures and fittings	33.3%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Freehold land and buildings are included in the financial statements at cost. No depreciation is provided on freehold land and buildings. It is the policy of the Trustees to maintain their properties in such a condition that their value is not impaired by the passage of time. The residual value is similar to its carrying value and depreciation, therefore, would not be material. The Trustees perform annual impairment reviews in accordance with the requirement of FRS 102 to ensure that the carrying amount is not greater than the recoverable amount.

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

1 Accounting policies

(Continued)

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

a) Shares in subsidiary undertakings

The shares in subsidiary undertakings represent Programme Related Investments, as defined in the FRS 102 SORP. Programme Related Investments are included in the balance sheet at the amount invested less any impairments and any amounts repaid.

Where the original amount invested is not known, the Trustees have adopted a fair value based on their best estimate.

Details of the subsidiary undertakings are set out in note 21. Each operating subsidiary undertaking is exclusively involved in running a Christian bookshop. Although no benefit arises from any of the operating subsidiaries, the objectives of these subsidiaries are consistent with the aims and purposes of CLC International Office.

The dormant subsidiary company will operate in the United Kingdom and will be involved in the development of an eReader App.

b) Other unlisted investments

The FRS 102 SORP requires that where the investment is in ordinary shares in unlisted companies it must be included at fair value if this can be measured reliably; or if not, cost less impairment.

The Trustees consider that it is not cost effective to obtain a reliable fair valuation of the other unlisted investments which are included, therefore, at cost.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

1 Accounting policies

(Continued)

1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.13 Foreign exchange

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the date of the transactions. All differences are taken to the Statement of Financial Activities.

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Charitable activities

	2021 £	2020 £
Bible Companion sales	117	214
Contributions	149,317	156,915
CLC Projects	120,479	171,372
CLC Holdings	80,769	210,025
Website and Digital income	26,379	20,584
Awaiting allocation	25,980	4,703
	<u>403,041</u>	<u>563,813</u>
Analysis by fund		
Unrestricted funds - general	201,793	182,416
Unrestricted funds - designated	71,258	15,978
Restricted funds	129,990	365,419
	<u>403,041</u>	<u>563,813</u>

4 Other trading activities

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Letting and licensing arrangements	<u>530</u>	<u>980</u>

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

5 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	226	294

6 Charitable activities

	2021 £	2020 £
Staff costs	2,691	-
Depreciation and impairment	1,510	-
Cost of Goods sold	207	21,030
CLC Projects	173,431	269,457
CLC Holdings	33,210	131,194
Establishment costs	1,803	2,770
Telephone	1,033	792
Travel expenses	14,400	52,000
Printing, postage, stationery, books and subscriptions	1,836	2,303
Hospitality, Conference and Directors' meeting expenses	120	3,590
IT and website costs	36,248	3,763
Volunteers' Support costs	101,884	83,458
Bank charges	360	372
Donations and gifts	-	231
Bad debts	13,246	5,093
UK Support costs	-	1,516
	381,979	577,569
Share of governance costs (see note 7)	3,080	9,044
	385,059	586,613
Analysis by fund		
Unrestricted funds - general	178,418	185,962
Unrestricted funds - designated	24,010	24,429
Restricted funds	182,631	376,222
	385,059	586,613

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

7 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Independent Examiner fees	-	2,340	2,340	-	2,250	2,250
Legal and professional fees	-	740	740	-	3,054	3,054
Trustee expenses	-	-	-	-	3,740	3,740
	<u>-</u>	<u>3,080</u>	<u>3,080</u>	<u>-</u>	<u>9,044</u>	<u>9,044</u>
Analysed between Charitable activities	-	3,080	3,080	-	9,044	9,044
	<u>-</u>	<u>3,080</u>	<u>3,080</u>	<u>-</u>	<u>9,044</u>	<u>9,044</u>

Governance costs includes payments to the independent examiner of £2,340 (2020- £2,250).

8 Trustees

Travel and other expenses amounting to £Nil (2020 - £3,740) were reimbursed to Nil (2020: 2) trustees.

The charity has incurred £368 (2020 - £378) of expenditure in respect of Trustees Indemnity Insurance.

No trustees received any remuneration during the year (2020 - £Nil).

9 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	1	-
	<u>1</u>	<u>-</u>
Employment costs	2021 £	2020 £
Wages and salaries	2,691	-
	<u>2,691</u>	<u>-</u>

There were no employees whose annual remuneration was more than £60,000.

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

10 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
Cost			
At 1 February 2020	73,510	9,933	83,443
At 31 January 2021	73,510	9,933	83,443
Depreciation and impairment			
At 1 February 2020	-	8,146	8,146
Depreciation charged in the year	-	1,510	1,510
At 31 January 2021	-	9,656	9,656
Carrying amount			
At 31 January 2021	73,510	277	73,787
At 31 January 2020	73,510	1,787	75,297

11 Fixed asset investments

	Unlisted investments £	Other investments	Total £
Cost or valuation			
At 1 February 2020 & 31 January 2021	8,028	801	8,829
Carrying amount			
At 31 January 2021	8,028	801	8,829
At 31 January 2020	8,028	801	8,829

In 2005, CLC France wished to buy a warehouse property. This involved acquiring SCI Le Point du Jour, the company which owned the property, a common practice in France. CLC France was not legally able to be the outright shareholder and proposed it would acquire 39/40 and CLC International Office would buy 1/40. CLC IO did not have sufficient funds at that time and it was agreed that CLC France would pay CLC IO's share, but subsequently this was paid in full. The figure of £8,028 shown in the accounts represents CLC IO's 1/40 share at cost. CLC International Office has received no dividends or other income from SCI Le Point du Jour throughout the period of the investment.

	Notes	2021 £	2020 £
Other investments comprise:			
Investments in subsidiaries	20	801	801

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

12 Stocks

	2021 £	2020 £
Finished goods and goods for resale	2,043	2,148
	<u> </u>	<u> </u>

13 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	50,910	47,056
Other debtors	2,623	1,011
Prepayments and accrued income	8,079	5,929
	<u> </u>	<u> </u>
	<u>61,612</u>	<u>53,996</u>

14 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	-	19
Other creditors	12,408	2,552
Accruals and deferred income	22,532	7,566
	<u> </u>	<u> </u>
	<u>34,940</u>	<u>10,137</u>

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds				
	Balance at 1 February 2019	Incoming resources	Resources expended	Transfers	Balance at 1 February 2020	Incoming resources	Resources expended	Transfers	Balance at 31 January 2021
	£	£	£	£	£	£	£	£	£
Project Antigua	1,304	-	-	-	1,304	355	(413)	-	1,246
Project Argentina	4,144	-	(4,144)	-	-	-	-	-	-
Project CA2	-	450	-	-	450	70	-	-	520
Project Bangladesh	15,330	1,785	-	(10,000)	7,115	-	-	-	7,115
Project Barbados	1,002	-	-	-	1,002	-	(1,002)	-	-
Project Russian language Bible Fund	11,549	61	(896)	-	10,714	18,284	(13,587)	-	15,411
Project Benin	-	39	-	-	39	1,555	(1,594)	-	-
Project Bolivia	2,012	9,690	(11,575)	-	127	14,887	(4,919)	-	10,095
Project Bulgaria	(100)	3,206	(1,976)	-	1,130	-	(1,702)	-	(572)
Project Burkina Faso	(51)	4,039	(3,687)	-	301	17,779	(16,563)	1,898	3,415
Project China	22,482	-	(51,490)	40,000	10,992	-	(10,992)	-	-
Project Cote D'Ivoire	-	1,128	(850)	-	278	-	(10)	-	268
Project Cuba	2,012	-	(2,012)	-	-	-	-	-	-
Project Dominica	29	-	-	-	29	-	-	-	29
Project Ecuador	180	-	-	-	180	-	-	-	180
Project France: Bible project	-	-	-	-	-	2,882	-	-	2,882
Project Germany	6,536	-	(6,536)	-	-	-	-	-	-
Project Hungary	44	500	-	-	544	-	-	-	544
Project India	1,948	1,700	(3,648)	-	-	-	-	-	-
Project Indonesia	-	350	-	-	350	1,387	(236)	(1,000)	501
Project Italy	-	1,180	-	-	1,180	2,829	(4,009)	-	-
Project Japan	60	-	-	-	60	-	(1,000)	1,000	60
Project Kenya	1,050	10,292	(11,341)	-	1	4,534	(4,331)	-	204

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

15 Restricted funds

(Continued)

Project Korea	25	-	-	-	25	-	-	-	25
Project CA1	405	200	-	-	605	450	(955)	-	100
Project Liberia Monrovia	369	-	(369)	-	-	-	-	-	-
Project Mozambique: Bible printing	21,949	11,992	-	(5,000)	28,941	5,315	(23,272)	-	10,984
Project Mozambique	7,848	19,009	(15,622)	13,131	24,366	13,087	(13,199)	-	24,254
Project Mozambique: Napula Project fund	-	22,388	(9,257)	(13,131)	-	8,084	(913)	-	7,171
Project Myanmar	446	-	-	-	446	-	(446)	-	-
Project Nicaragua	485	-	-	-	485	-	-	-	485
Project Pakistan	11,131	941	(2,697)	-	9,375	930	(115)	-	10,190
Project Papua New Guinea	-	15,771	(15,745)	-	26	-	(26)	-	-
Project Paraguay	2,877	-	-	(2,877)	-	-	-	-	-
Project Peru (i)	-	16,276	(33,929)	7,877	(9,776)	2,906	(11,882)	-	(18,752)
Project Philippines	440	820	(411)	-	849	1,000	(1,849)	-	-
Project Poland	325	5,117	(2,673)	-	2,769	2,905	(5,020)	-	654
Project Portugal	-	1,335	(1,335)	-	-	-	-	-	-
Project Romania	1,254	200	(6,454)	5,000	-	3,600	(3,600)	-	-
Project Russia	10,849	3,173	(9,698)	5,300	9,624	5,605	(5,219)	-	10,010
Project Sierra Leone	27	1,064	(1,025)	-	66	4,232	(3,632)	-	666
Project Spain	(38)	-	-	-	(38)	1,992	(1,954)	-	-
Project Spain: Bible Project	27,486	25,403	(63,127)	10,000	(238)	1,840	(1,602)	-	-
Project Thailand	386	90	(386)	-	90	-	-	-	90
Project Tongo	-	1,898	-	-	1,898	-	-	(1,898)	-
Project Trinidad & Tobago	1,126	-	-	-	1,126	87	(1,203)	-	10
Project Uruguay	-	-	-	-	-	1,172	(1,135)	-	37
Project Venezuela	8,026	5,973	(4,951)	(5,000)	4,048	50	(109)	-	3,989
Project Venezuela Support	-	5,301	(3,623)	-	1,678	2,662	(3,041)	-	1,300
Holding CLC Suspense	-	8,459	(8,459)	-	-	-	-	-	-
Africa Conference Travel Fund	5,163	4,617	(8,032)	-	1,748	-	-	-	1,748
Americas Conference	-	31,463	(31,463)	-	-	-	-	-	-
Asia Conference	-	1,538	-	-	1,538	-	(1,538)	-	-

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

15 Restricted funds

(Continued)

BELT Barnabus Trust	-	250	-	-	250	-	(250)	-	-
CLC UK	-	100,000	-	(100,000)	-	-	-	-	-
Columbia Loan Fund	1	1,932	-	-	1,933	-	-	-	1,933
Conference Costs CLC Europe	996	18,905	(16,720)	-	3,181	-	-	-	3,181
Digital Technologies	139,792	-	(31,423)	60,000	168,369	-	(36,024)	-	132,345
Europe Conferenc: Poland Meeting	-	1,654	(6)	-	1,648	-	(1,648)	-	-
Evangelistic literature Project	6,845	-	-	(5,000)	1,845	-	-	-	1,845
Movie Translation French - Spanish	(696)	-	-	-	(696)	696	-	-	-
Project International Website	(4,966)	4,966	-	-	-	-	-	-	-
Publishing Fund	435	20,264	(10,662)	(300)	9,737	-	(322)	-	9,415
Awaiting allocation	-	-	-	-	-	8,815	(3,319)	-	5,496
	312517	365419	376222	0	301714	129990	182631	0	249073

The Project Accounts represent funds raised for projects in specific countries. Where the funds raised are insufficient to meet the project expenditure, funds are transferred from the unrestricted funds of CLC International Office. In the event that the project does not go ahead, funds may be transferred to other projects with the agreement of the donors.

(i) Project Peru is showing as a negative balance but further funds are expected to be received.

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

16 Unrestricted funds - designated

These are unrestricted funds which are material to the charity's activities made up as follows:

	Movement in funds				Movement in funds			
	Balance at 1 February 2019	Incoming resources	Resources expended	Transfers	Balance at 1 February 2020	Incoming resources	Resources expended	Balance at 31 January 2021
	£	£	£	£	£	£	£	£
R Jones	-	4,001	(4,001)	-	-	7,188	(7,188)	-
CLC Workers MacKinnon	168	4,906	(5,074)	-	-	4,288	(4,288)	-
Don and Betsy Veldboom	-	3,168	(3,168)	-	-	-	-	-
Other CLC workers	208	2,006	(2,214)	-	-	4,415	-	4,415
Covid relief	-	-	-	-	-	11,740	(11,740)	-
Holding CLC workers	-	447	-	-	447	-	-	447
Investment in subsidiaries (Note 20)	801	-	-	-	801	-	-	801
Non RF Funds awaiting allocation	5,215	200	(5,265)	-	150	806	(794)	162
International Council Reserve Fund (i)	17,845	1,250	(4,707)	-	14,388	821	-	15,209
Emergency Fund (ii)	1,909	-	-	-	1,909	-	-	1,909
BELT Fund (iii)	-	-	-	-	-	42,000	-	42,000
	<u>26,146</u>	<u>15,978</u>	<u>(24,429)</u>	<u>-</u>	<u>17,695</u>	<u>71,258</u>	<u>(24,010)</u>	<u>64,943</u>

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

- (i) The International Council Reserve Fund relates to monies set aside for the costs of the CLC International Council which is organised by the Charity every four years.
- (ii) The Emergency Fund is a revolving loan fund made available to CLC ministries in serious difficulties at the discretion of the International Director (with agreement from the Trustees if the sum is above £5,000). Repayment terms will be drawn up as appropriate.
- (iii) The Barnabas Evangelical Literature Trust (BELT) Fund represents funds transferred from that charity following the decision to dissolve that charity in January 2021. The funds are to be used for loans towards the work of CLC around the world, particularly for the purchase of property.

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

18 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 January 2021 are represented by:								
Tangible assets	73,787	-	-	73,787	75,297	-	-	75,297
Investments	8,028	801	-	8,829	8,028	801	-	8,829
Current assets/(liabilities)	97,753	64,142	249,073	410,968	72,368	16,894	301,714	390,976
	<u>179,568</u>	<u>64,943</u>	<u>249,073</u>	<u>493,584</u>	<u>155,693</u>	<u>17,695</u>	<u>301,714</u>	<u>475,102</u>

CLC INTERNATIONAL OFFICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

19 Events after the reporting date

The charity's property at 291 Abbeydale Road was sold for £221,500 in August 2021 and the charity moved into rented premises.

20 Subsidiaries

Details of the charity's subsidiaries at 31 January 2021 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held	
				Direct	Indirect
Centre for Logistics and Co-Bulgaria operation Ltd.		Christian bookshop	Ordinary	100.00	
Maranatha Ltd.	Bulgaria	Christian bookshop	Ordinary	100.00	
CLC Romania	Romania	Christian bookshop	Ordinary	100.00	
Bishkek shop	Central Asia	Christian bookshop	Ordinary	100.00	
CLC Digital Ltd.	United Kingdom	Dormant	Ordinary	100.00	

CLC Digital Ltd, which was incorporated on 25 June 2013, was dormant for the period 25 June 2013 to 31 January 2021.

The Trustees consider that consolidated accounts are not required as the aggregate gross income of the parent charity and its subsidiaries, after consolidation adjustments, does not exceed the statutory income threshold of £1M (Charities Act 2011 (Group Accounts) Regulations 2015).

The net assets of subsidiary undertakings which are not material need not be disclosed in the parent's accounts. The Trustees consider that the net assets of its subsidiaries are not material to the parent charity and no disclosure is required, therefore, in these accounts.