



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2015	To	31 08 2016

Section A Reference and administration details

Charity name The Christadelphian Sunday School Union

Other names charity is known by CSSU

Registered charity number (if any) 1097921

Charity's principal address 17 Sherbourne Road

Acocks Green

Birmingham

Postcode B27 6AD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Elizabeth Launchbury	Secretary		
2	Mr Andy Motley	Treasurer		
3	Mrs Christine Walker	Schools secretary		
4	Mrs Elizabeth Motley			
5	Mr Mark Duckworth	President & Disclosures England & Wales		
6	Mr Alistair MacDonald			
7	Mr Andrew Walker			
8	Mrs Ali Lawrence			
9	Mrs Carole Parsons			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Esther Hemmings	5 Birchfield Close, Two Gates, Tamworth, B77 1GY

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The Charity is governed by Constitution adopted on 10 th May, 2003
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Each year, members of the Association are invited to make one nomination to the Committee. The Management Committee may also make nominations. If necessary, a ballot of members is required to select trustees from amongst those nominated

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The trustees are the members of the Management Committee, which consists of up to twelve members. (It may in addition appoint not more than three co-opted members).

Members of the Management Committee commence their term of office on the first day of September following their appointment, and serve for a period of two years, at the end of which they may be re-elected or re-appointed.

No person under the age of eighteen is admitted to the Management Committee.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects for which the Association is established are to promote the advancement and acceptance of Christadelphian religious doctrine and general Christian religious knowledge among children in Christadelphian Sunday Schools and Youth Groups, and for this purpose but not otherwise the Association shall publish from time to time books of Sunday School lessons and other additional literature which will further this work. These materials will also be made available on-line.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- Publishing and distributing books, magazines and other materials for the use of Sunday Schools in the UK and overseas
- Materials for developing countries are distributed free of charge; otherwise a charge is made to cover the cost of printing and postage.
- Making Lesson notes and Student notes available on-line.
- Creating a ShareZone of online resources to assist preparation of Sunday School lessons
- Arranging an annual Teachers' Gathering and AGM for Sunday School teachers and Youth Leaders in the UK.
- Acting as an umbrella body for the Disclosure and Barring Service (CRB checks) in the UK.
- Producing a Newsletter for Christadelphian congregations in the UK.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The CSSU has a policy of providing Sunday School magazines free of any charge to Sunday Schools in Africa, Eastern Europe (outside the European Union), the Caribbean and South America. Occasionally, Sunday Schools may ask for financial help, in which case each request is considered by the Management Committee.

Reserves are all held in accounts of UK banks that offer an appropriate levels of access to funds, low levels of charges, and acceptable interest rates.

From time to time this situation is reviewed by the Treasurer and the Management Committee.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

New publications during the year

A number of new publications have been produced during the year.

Facelifts

Some CSSU books have been improved and reprinted during the year. A significant number have been made available on line, enabling CSSU learning resources to be down loaded free of charge by users.

Reprints

A number of publications have been reprinted during the year.

Disclosures

A number of Disclosure applications were processed during the year.

Magazines

Around 3000 full colour magazines are distributed every 2 months, around 2/3 of them in the UK, and the rest overseas.

Lessons overseas

We continue to assist the Christadelphian Bible Mission in distributing magazines for Sunday Schools overseas.

Conference and AGM

Held in Cambridge on October 3rd, 2015.

Section E

Financial review

Brief statement of the charity's policy on reserves

There is no formal policy for reserves other than the Treasurer's regular review of funds at each meeting of the Management Committee

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income derives mainly from

- Voluntary donations
- Occasional grants from Christadelphian churches
- Payments from churches and individuals in receipt of books, magazines and other materials
- Occasional legacies

Expenditure on charitable activities varies from year to year. Many of our stock items do not require a reprint each year, and so expenditure does not necessarily follow the previous year's shape.

The increase in funds was primarily due to church donations (£15k) offsetting the deficit in producing and distributing Sunday School magazines in UK and overseas (£9k).

Section F Other optional information

Sandy Caldwell is responsible for Disclosure issues for Scotland.
Gill Holden continues to act as lead counter signatory for the CSSU in respect of submissions to the DBS.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	William Mark Duckworth	
Position (eg Secretary, Chair, etc)	President	
Date	7.10.2016	



Charity Name	No (if any)
Christadelphian Sunday School Union	

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2015		31/08/2016

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	15,963	-	-	15,963	15,377
Charitable Activities	11,379	-	-	11,379	12,574
Interest on deposit accounts	184	-	-	184	110
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	27,526	-	-	27,526	28,061
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,526	-	-	27,526	28,061
A3 Payments					
Postage, Stationary and Computer supplies	187	-	-	187	623
Cost of Charitable activities	692	-	-	692	16,635
Support costs	21,467	-	-	21,467	621
Cost of generating voluntary receipts	801	-	-	801	217
Other (refunds)	85	-	-	85	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	23,232	-	-	23,232	18,096
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,232	-	-	23,232	18,096
Net of receipts/(payments)	4,295	-	-	4,295	9,965
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	61,363	-	-	61,363	-
Cash funds this year end	65,658	-	-	65,658	9,965

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CSSU Current Account - NatWest	20,768	-	-
	Magazine Current Account- NatWest	2,794	-	-
	Reserve Account - Santander	42,096	-	-
	Total cash funds	65,658	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Andy Motley	01/10/2016	



Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

CHRISTADELPHIAN SUNDAY SCHOOL UNION

On accounts for the year ended

3 1 0 8 1 6

Charity no (if any)

1 0 9 7 9 2 1

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the 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 statement

My examination was carried out in accordance with 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 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 (~~other than that disclosed below~~):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed

Date

31-12-2016

Name

MRS ESTHER HEMMINGS

Relevant professional qualification(s) or body (if any)

F.C.C.A

Address

5 BIRCHFIELD CLOSE

TWO GATES.

TAMWORTH

B77 1GY.

Give here brief details of any items that the examiner wishes to disclose

1. The first part of the document is a list of names and addresses, which appears to be a directory or a list of contacts. The names are written in a cursive script, and the addresses are listed below them. The list includes names such as "John Doe", "Jane Smith", and "Robert Brown", along with their respective addresses.

2. The second part of the document is a series of short, handwritten notes or entries. These notes are written in a cursive script and appear to be a continuation of the information provided in the first part. They include details such as dates, times, and specific locations or events.

3. The third part of the document is a series of short, handwritten notes or entries, similar to the second part. These notes are written in a cursive script and appear to be a continuation of the information provided in the first part. They include details such as dates, times, and specific locations or events.

4. The fourth part of the document is a series of short, handwritten notes or entries, similar to the second part. These notes are written in a cursive script and appear to be a continuation of the information provided in the first part. They include details such as dates, times, and specific locations or events.

5. The fifth part of the document is a series of short, handwritten notes or entries, similar to the second part. These notes are written in a cursive script and appear to be a continuation of the information provided in the first part. They include details such as dates, times, and specific locations or events.

6. The sixth part of the document is a series of short, handwritten notes or entries, similar to the second part. These notes are written in a cursive script and appear to be a continuation of the information provided in the first part. They include details such as dates, times, and specific locations or events.

7. The seventh part of the document is a series of short, handwritten notes or entries, similar to the second part. These notes are written in a cursive script and appear to be a continuation of the information provided in the first part. They include details such as dates, times, and specific locations or events.

8. The eighth part of the document is a series of short, handwritten notes or entries, similar to the second part. These notes are written in a cursive script and appear to be a continuation of the information provided in the first part. They include details such as dates, times, and specific locations or events.

9. The ninth part of the document is a series of short, handwritten notes or entries, similar to the second part. These notes are written in a cursive script and appear to be a continuation of the information provided in the first part. They include details such as dates, times, and specific locations or events.

10. The tenth part of the document is a series of short, handwritten notes or entries, similar to the second part. These notes are written in a cursive script and appear to be a continuation of the information provided in the first part. They include details such as dates, times, and specific locations or events.