

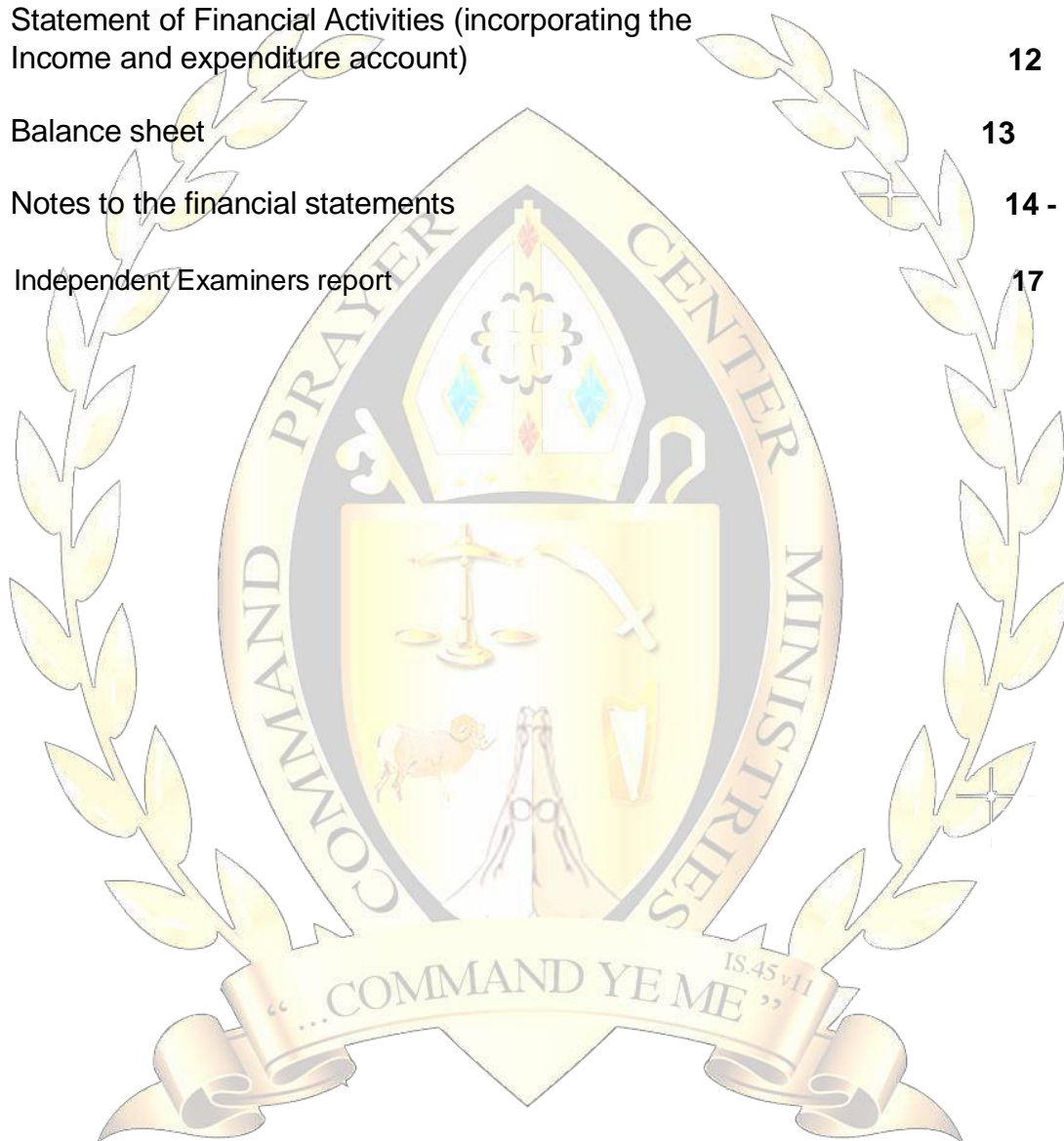
# **COMMAND PRAYER CENTRE MINISTRIES INTERNATIONAL**

## **ANNUAL REPORT & FINANCIAL STATEMENTS**

**31 MAY 2016**

*Loving | Praying | Transforming*

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The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 May 2016.

## REFERENCE AND ADMINISTRATIVE DETAILS

<b>Registered charity name</b>	Command Prayer Centre Ministries International
<b>Charity registration number</b>	1118094
<b>Company registration number</b>	04777282
<b>Principal office</b>	1st Floor Richmond House 11 Richmond Grove Manchester M13 0LN
<b>Registered office</b>	1st Floor Richmond House Richmond Grove Manchester M13 0LN

## THE TRUSTEES

The trustees who served the company during the period were as follows:

Rev C Kwaku-Odoi  
Mr J Acquah  
Bishop E Akyea-Mensah  
Mr K Botchway (Resigned 1<sup>st</sup> January 2016)  
Mrs M Onalaja  
Miss S Sibanda

<b>Secretary</b>	Miss Sensile Sibanda
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<b>Independent Examiner</b>	Nii Otu Quaye 54 Arpley Street Warrington Cheshire WA1 1LF
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<b>Bankers</b>	HSBC Bank Plc 11 Stamford New Road Altrincham Cheshire WA14 1BW
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## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Command Prayer Centre Ministries International is a registered charity and is governed by the trust deed dated 12th August 2006.

The charity is governed by the trust deed, which states the appointment of new trustees is at the discretion of the spiritual leadership of the church.

## **OBJECTIVES AND ACTIVITIES**

The objects of the charity are for public benefit:

1. To advance the Christian faith (in accordance with the statement of beliefs) in such ways and in such parts of the United Kingdom or the world as the trustees from time to time may think fit;
2. To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including the provision of counselling and support in such parts of the United Kingdom and the world as the trustees from time to time may think fit; and
3. To advance education in such ways and in such parts of the United Kingdom or the world as the trustees from time to time may think fit.

The trustees' objectives for each year are determined by reference to the overall objects.

## **METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the Charity is the responsibility of the Directors who are elected and co-opted under the terms of the Articles of Association. This states that any person, being a member of the Church who accepts the doctrine of the Church, may be appointed to the board by the members.

## **POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

Each of the appointed Trustees / Directors draws on specialist and professional advice for their area of responsibility. Each Trustee / Director has received training and teaching to help them bring governance and direction to their area of responsibility.

The Trustees / Directors are aware that they are responsible for the training of any new trustee, including awareness of a trustee's responsibilities and the Memorandum and Articles of Association.

During the year, the Trustees / Directors have reviewed this and have begun to work on a training programme for the current Trustees / Directors. The induction of the new Trustees / Directors consists of giving them a copy of the company Memorandum and Articles of Association and the CC3 Publication: 'The Essential Trustee, What you need to know'.

Specific training courses are attended by Trustees / Directors & other key personnel in the church throughout the year to help further develop their area of involvement and expertise; e.g. Key directors, staff members & volunteers have attended training events in the areas of Food Hygiene Safety, PAT Testing, Child Protection, Payroll, First Aid, Health & Safety and Fire Safety during this year.

## **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Directors / Trustees of the Charity are as noted on page 1.

Directors / Trustees meetings are held monthly to review legal & financial strategy and financial performance but regular contact is maintained in between meetings to monitor the distribution of funds, cash- flow, legal / HR procedures and general governance issues.

The Directors / Trustees work together with the Eldership of the Church, which comprises the following as of 31 May 2016 who meet at least 10 times a year as a team:

Rev Jude Diei, Elder Adediji Onalaja and Elder Marcus Oteng.

In addition to the work done by Elders & Trustees / Directors as detailed above, the Charity seeks to further its aims and objectives by utilising the volunteer capacity (of about 50) in the membership of the Church. They help to facilitate various areas of the activity and vision of the charity as follows.

### **Areas of Church Life & Volunteer Leaders**

Pastoral & Spiritual Oversight: Rt. Rev. Dr. Edmund Akyea-Mensah

Worship & Outreach: Rev Jude Diei, Mrs Mabel Wilberforce, Mrs Kemi Diei

Administration & Community Projects: Rev Charles Kwaku-Odoi & Miss Anita Osei

Finance: Mr Kofi Botchway, Mrs Patience Amartefio & Miss Thelma Otoo

Child Protection & Vulnerable Adults Officer: Mrs Modupe Onalaja

Children Church: Deaconess Violet Mhone & Mrs Modupe Onalaja

Youth Ministry: Deaconess Agnes Wiafe & Mr Emmanuel Allotey-Annan

Foodbank: Deaconess Debbie Jimu-Manu

Building, Equipment & Maintenance: Elder Joseph Acquah,

Conferencing, Health & Safety, IT & Fire Strategy: Miss Sensile Sibanda

Media & Creative Output: Elder Marcus Oteng

The Elders and Trustees / Directors meet with various leaders in the church to periodically review various areas of church life and activity. These reviews are key in ensuring that the Charity continues to meet its primary objectives. The Trustees / Directors work together with the Elders and Diaconate in the Church to ensure that these aims and objectives are met throughout the activity of the organisation.

Areas of oversight and governance have continued to be developed this year including the full review of the full health and safety policy, fire risk assessment, fixed assets register and the ongoing development and implementation of the Child Protection Policy in line with the latest government guidance and advice.

The Elders and Trustees / Directors set and agree financial budgets for each area of Church life. These are monitored and reviewed each month against cash flow and expenditure management.

## **REVIEW OF ACTIVITIES**

### **Promotion of the Gospel of Jesus Christ Our Lord and Saviour**

We held regular weekly Bible studies and worship services. Members and the general public had access to our regular meetings on Wednesday & Friday evening and Sunday morning. There were a number of outreach events undertaken during the last year to spread the good news and share the love of Jesus Christ.

### **Education and Relief of Poverty**

As a church we have been proactive in responding to the needs of our local community in relation to vulnerable people both in the congregation and our local community.

Training & People Development – We held a number of leadership training sessions aimed at equipping Elders, Deacons, Heads of Department as well as those aspiring to be leaders. Members were offered advice and guidance to enhance their career prospects through one-to-one coaching.

## **COMMUNITY CONNECTION PROGRAMME**

CPCMI is a multinational church with about 15 nationalities with a real heart for the local community organising events and activities aimed at building community resilience and fostering good neighbourliness.

Community Engagement: We are proud of being actively engaged with the Civic life of Manchester and supporting other minority churches to do likewise. Our vision is to serve our local and African communities in partnership with local agencies and statutory bodies through our Community Connection Programme. Our values are underpinned by our Christian faith but our activities and services can be accessed by people of all faiths and none. We have worked in partnership with other local churches.

**Transformation Community Resource Centre** - We provide space for local groups and residents for meetings, workshops and conferences. We host a number of small organisations that use our premises for hot-desking and as a registered address. We currently host Manchester Street Pastors, Anita Health and Education Trust, Manchester City of Sanctuary and the Upper Room Ministers' Forum.

**Community Meal**- This is held monthly on the last Sunday of the month in partnership with Manchester City of Sanctuary, Wonderfully Made Woman and Anita Health and Education Trust. Refugees, Asylum Seekers, homeless, local residents and volunteers eat hot meals together, dance to different national music and explored 'hot' community issues. Refugees, Asylum Seekers and other needy people are given food parcels at the end of the end. We are privileged to have hosted Civic leaders over the course of the year including the High Sheriff Mrs Sharma Birtles DL, Tony Lloyd (Greater Manchester Police and Crime Commissioner), Jim Battle (Deputy GM Police and Crime Commissioner), and Atiha Chaudry DL.

**IT Café**- The IT Café is accessible to local residents for general browsing and job searches and application. The Café has printing facilities and a Sessional Worker who supports service users with acquiring or improving their IT skills. This runs during Foodbank sessions to benefit our service users and also by appointment at different times.

**Annual Black History Month (International Day) event** - Celebrating diverse cultures and ethnic foods from different countries with African drumming and dancing, arts and crafts exhibition and diversity quizzes.

**Hate Crime Third Party Reporting & Awareness Workshops** - Organising annual workshops as part of Manchester City Council's Hate Crime Awareness Week. Our community centre is an accredited Hate Crime Third Party Reporting Centre where victims of Hate Crime could report their cases, which is then passed on to the Greater Manchester Police, Manchester City Council or filing the report on [www.report-it.org.uk](http://www.report-it.org.uk).

**Megafitness**- we had four people trained as leaders to deliver the Megafitness programme in Manchester. Megafitness was developed by Simply Limitless in Kidderminster.



**Romance Academy** – This is a 14-week programme that exists to help young people and parents to navigate complex issues about sex and relationships. This runs on Saturdays working with a group of 12 teenagers at a time. The programme exists to help young people to build and sustain healthy relationships; to assist parents in understanding and supporting their children; and to lead the charge in establishing a framework of healthy relationships for young people. Romance Academy addresses the underlying causes of risky youth behaviour such as poor self-esteem, low aspirations and lack of positive family/community life by promoting the value of stable relationships. The aim is not just to encourage young people to delay sexual activity, nor do we simply point them in the direction of contraception. It aims to give our young people the tools to make intelligent choices around relationships and sex.

**Command Foodbank** - Our Foodbank is run with dedicated volunteers from Victoria Park Christian Fellowship and regular food donations from Nazarene Church Longsight to assist the needy and vulnerable in our community. Our Foodbank is opened twice a week on Mondays (1300- 1500hrs) and Thursdays (1400-1600hrs). We operate this in partnership with the Manchester Central Foodbank. We take referrals from local groups, organisations or statutory agencies including Manchester City Council, Probation and Greater Manchester Police.

**Grace Loaves & Fishes**- February 2016 was the launch of our partnership with Tesco through the Fareshare Food Cloud scheme. We received surplus bakery, vegetables and groceries which we redistributed during Foodbank sessions and to hostels in Ardwick, Longsight, Didsbury and Salford.

**Clothes Bank** – We are collected clothes & shoes from individuals and organisations. Some of these were given out directly from TCRC and the rest donated to organisations working with the homeless and destitute people in Manchester.

**iProgress Work Club**- iProgress runs on Tuesday mornings helping local residents who are unemployed with CV writing, online job applications completion, interview skills and support to start self employment. We are pleased to have been funded by the European Social Fund through the Skills and Funding Agency via the Worker's Education Association.

**Volunteering Scheme**- We create opportunities for people to volunteer with any of our projects or rightly refer them to other organisations depending on their interests and skills set. We are currently in consultation with key contacts within the African community about developing a BME Volunteering Project.

## **COMMUNITY RESOURCE CENTRE REFURBISHMENT**

We are continuing with work from previous year to improve the energy efficiency and

aesthetics of the community centre. This is in furtherance of our goal of making our premises a community hub that is welcoming to local residents. We host a regular Ministers forum on Monday evenings for prayer and encouragement. This forum provides an opportunity for information sharing as well as engagement with other agencies and organisations.

## **FINANCIAL REVIEW**

In promoting Christian faith the church has managed to generate a total income of £103,752 (2015 £142,768) through holding regular weekly meetings, conferences and joint conferences with other churches. We received grants from trusts, foundations and Local Authority to support our Community Connection Programme. These grants were duly used to to promote the respective projects accordingly.

Voluntary income totalled £72,853 (2015:£113,037) and has been achieved through the efforts of the spiritual leadership of the church.

Total Grants of Twelve thousand seven hundred (£12,700) pounds (2015: £29,731) were received from Big Lottery Awards for All (IT Cafe), One Manchester (for iProgress Work Club) and Manchester City Council (for Hate Crime Awareness event).

Other revenue generation is rental income from the use of the community hall for meetings, conferences, training and events, which amounted to two thousand one hundred and thirty four (£2,134) pounds. We also allow other charities and local communities to use the facility as our support towards their objectives.

## **RESERVES**

It is the Trustees objective to build up sufficient reserves to cover six month's recurrent expenditure.

## **PLANS FOR FUTURE PERIODS**

In furtherance of the gospel and proving pastoral care, we will continue to improve our operations and activities as above in furtherance of the objects of the church. This includes organising conferences and seminars, to promote the Christian faith, singles Retreat, married couples' dinner and regular leadership training. We intend to organise a social day trip to Scarborough in August to further strengthen the bond of our members. We will continue to offer welfare support to individuals within our congregation and the local community at large.

Community Connection Programme - We will continue with our plans to develop Transformation Community Resource Centre and the community projects we are currently running.

We will develop and create opportunities for engaging with our local community, statutory agencies and enhancing good working relationship with key stakeholders in the local community. The community hall will remain available to community groups and organisations for meetings, conferences training and events.

Other projects that are being developed include:

**Community Meal-** This will be a monthly meal on the last Sunday of the month with different themes to bring together local residents, homeless, Refugee and Asylum. Needy people will receive travel reimbursement and food parcels at the end of the event.

**Mega Fitness & Wellbeing Club-** It is a community alternative to the standard gym aimed at toddlers, mothers and elderly in promoting personal fitness and wellbeing as well as breaking isolation (due to commence in November). We will organise activities that promote healthy living, nutrition classes, health check days in conjunction with NHS Manchester, and cooking classes.

**Youth & Music Club-** for young people to meet and discuss issues affecting them in a safe space. The music project will be aimed at equipping young people and adults with music skills and also form a community choir.

**Recycling-** this will be a collaborative partnership with 2 or 3 other churches to promote recycling in our community.

**Refugees & Asylum Seekers Support-** in view of the ongoing Refugees crisis we will be more proactive in supporting Refugees and Refugee Community Organisations. We will organise sessions for Refugees to meet with local residents to share experiences and learn about each other's culture.

As in previous years, we will continue to build our capacity for spiritual, numerical and financial growth in furtherance of the above objectives. The Leadership will carry regular reviews and where appropriate make necessary improvements in our activities and services in our bid to offer more tailored activities and services that will suit our members' and local community needs. Internationally, we will continue to support the two branches in Geneva and Accra.

COMMAND PRAYER CENTRE MINISTRIES INTERNATIONAL  
TRUSTEES ANNUAL REPORT (*continued*) YEAR ENDED 31 MAY 2016

Registered office:  
1st Floor Richmond House  
11 Richmond Grove  
Manchester  
M13 0LN

Signed by order of the trustees



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REVD CHARLES KWAKU-ODOI  
Trustee

**COMMAND PRAYER CENTRE MINISTRIES INTERNATIONAL  
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE  
INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MAY 2016**

	Note	<b>Total Funds 2016 £</b>	<b>Total Funds 2015 £</b>
<b>INCOMING RESOURCES</b>		2015	2014
Incoming resources from generating funds:			
Voluntary income, Gift Aid and Grants	2	<b>103,752</b>	142,768
<b>TOTAL INCOMING RESOURCES</b>		<b>103,752</b>	142,768
<b>RESOURCES EXPENDED</b>			
Charitable activities	3	<b>(82,037)</b>	(101,766)
Governance costs	4	<b>(9,480)</b>	(9,078)
Other resources expended	5	<b>{9,422}</b>	(28,258)
<b>TOTAL RESOURCES EXPENDED</b>		<b>(100,939)</b>	(139,102)
<b>NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR</b>	7	<b>2,813</b>	3,666
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<b>41,018</b>	37,352
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>43,831</b>	41,018

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 13 to 16 form part of these financial statements.

**COMMAND PRAYER CENTRE MINISTRIES INTERNATIONAL**

**BALANCE SHEET 31 MAY 2016**

	Note	2016 £	2015 £
<b>FIXED ASSETS</b>			
Tangible assets	9	16,011	15,768
<b>CURRENT ASSETS</b>			
Debtors	10	30,464	29,264
Cash at bank and in hand		3,491	2,120
		<u>33,955</u>	<u>31,384</u>
<b>CREDITORS: Amounts falling due within one year</b>	11	<u>(6,135)</u>	<u>(6,135)</u>
<b>NET CURRENT ASSETS</b>		<b>29,820</b>	25,240
<b>NET ASSETS</b>		<b><u>43,831</u></b>	<u>41,018</u>
<b>FUNDS</b>			
Unrestricted income funds	13	<b>43,831</b>	41,018
<b>TOTAL FUNDS</b>		<b><u>43,831</u></b>	<u>41,018</u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements were approved by the members of the committee on the .23/02/2017 and signed on their behalf by:



MR C KWAKU-ODOI  
Director

Company Registration Number: 04777282

The notes on pages 13 to 16 form part of these financial statements.

## 1. ACCOUNTING POLICIES

### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006.

### Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

### Fixed assets

All fixed assets are initially recorded at cost.

### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	- 25% WDV
Building work	- 20% WDV
Motor Vehicles	- 25% WDV

## 2. INCOME

	Restricted Funds	Unrestricted Funds	Total Funds 2016	Total Funds 2015
		£	£	£
<b>Donations</b>				
Donations		60,153	60,153	79,841
Gift Aid		30,899	30,899	33,196
Grant1	12,700		12,700	29,731

## 3. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Restricted Funds	Unrestricted Funds	Total Funds 2016	Total Funds 2015
		£	£	£
Community Advancement		68,487	68,487	86,751
Support costs		13,550	13,550	15,015
		<u>82,037</u>	<u>82,037</u>	<u>101,766</u>



#### 4. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Accountancy fees	2,862	2,862	1,708
Legal fees	25	25	150
Bank Charges	118	118	877
Depreciation	6,475	6,475	4,782
	<u>9,480</u>	<u>9,480</u>	<u>9,075</u>

#### 5. OTHER RESOURCES EXPENDED

	Total Funds 2016 £	Total Funds 2015 £
Losses on disposal of tangible fixed assets for charity's own use	-	-

#### 7. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2016 £	2015 £
Depreciation	<u>6,475</u>	<u>4,782</u>

#### 8. STAFF COSTS AND EMOLUMENTS

An amount of £7,200 was paid to Bishop Edmund Akyea Mensah and £3,600 to Rev Charles Kwaku-Odoi for their pastoral services to the church during the year.

#### 9. TANGIBLE FIXED ASSETS

	Equipment £	Building work £	Total £
<b>COST</b>			
At 1 June 2015	21,463	22,415	32,210
Additions	<u>6,700</u>		<u>11,668</u>
<b>At 31 May 2016</b>	<u>28,163</u>	<u>22,415</u>	<u>42,878</u>

## DEPRECIATION

At 1 June 2015	11,417	16,720	28,137
Charge for the year	5,033	1,424	6,457
<b>At 31 May 2016</b>	<b>16,450</b>	<b>18,144</b>	<b>34,594</b>

## NET BOOK VALUE

<b>At 31 May 2016</b>	<b>11,740</b>	<b>4,271</b>	<b>16,011</b>
At 31 May 2015	10,073	5,695	15,768

## 10. DEBTORS

	2016 £	2015 £
HMRC Accrued Income etc.	26,014	26,014
Lease Deposit	3,250	3,250

## 11. CREDITORS: Amounts falling due within one year

	2016 £	2015 £
Accruals	6,135	5,377

## 12. UNRESTRICTED INCOME FUNDS

	Balance at 1 June 2015 £	Incoming resources £	Balance at 31 May 2016 £
General Funds	41,018	2,813	43,831

## 13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Unrestricted Income Funds	16,011	27,820	43,831
<b>Total Funds</b>	<b>16,011</b>	<b>27,820</b>	<b>43,831</b>

## Independent Examiner's Report

### Independent Examiner's Report to the members of CPMMI Trustees

To the trustees and members of Command Prayer Centre Ministries International with Charity number 1118904.I report on the accounts for the year ended 31 May 2016, which are set out on pages 7 to 9.

The members of 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 (5)(b) of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission and
- to state whether particular matters have come to my attention.

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.

In connection with my examination, no matter has come to my attention;

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met.

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*niituguaye*

Nii Otu Quaye FCCA FFA  
Chartered Certified Accountant  
54 Arpley Street  
Warrington Cheshire  
WA1 1LF

th  
24 March 2016