

**CHRIST CHURCH COMMUNITY COFFEE**  
**UNAUDITED FINANCIAL STATEMENTS**  
**31 DECEMBER 2016**

**Charitable Incorporated Organisation Number 1155334**

**M W MARSDEN & CO**  
Chartered Accountants  
38 Woodcroft Avenue  
Hull  
HU6 8LH

# **CHRIST CHURCH COMMUNITY COFFEE**

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31 DECEMBER 2016**

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# CHRIST CHURCH COMMUNITY COFFEE

## TRUSTEES AND PROFESSIONAL ADVISERS

<b>Registered charity name</b>	Christ Church Community Coffee	
<b>Charity number</b>	1155334	
<b>Principal office</b>	31A Endyke Lane Cottingham East Yorkshire HU16 4QD	
<b>Trustees</b>	Mrs J Honey Mrs S Schellingerhout Mrs G Tones Mr S Honey	Secretary Treasurer
<b>Independent examiner</b>	M W Marsden.FCA. 38 Woodcroft Avenue Hull HU6 8LH	
<b>Bankers</b>	Barclays Bank plc Leicester, LE87 2BB  HSBC 55 Whitefriargate Hull HU1 2HX	

# **CHRIST CHURCH COMMUNITY COFFEE**

## **TRUSTEES' ANNUAL REPORT**

### **YEAR ENDED 31 DECEMBER 2016**

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2016.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of Trustees and professional advisers on page 1 of the financial statements.

#### **THE TRUSTEES**

The Trustees who served during the year were as follows:

Mrs J Honey  
Mrs S Schellingerhout  
Mrs G Tones  
Mr S Honey

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Christ Church Community Coffee became a charitable incorporated organisation (CIO) on 15 January 2014

##### **Governing documents**

The governing document is the CIO Foundation registered 15 January 2014

##### **Trustees**

##### **Appointment of Trustees**

The Trustees were appointed by Christ Church Cottingham according to relevant and past experience.

#### **OBJECTIVES AND ACTIVITIES**

##### **Charitable Objective**

The objects of the CIO is to advance the Christian religion and to provide or assist in the provision of facilities in the interest of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social and economic circumstances or for the public at large with the object of improving their conditions of life, by provision of a Christian café.

In accordance with the Charity Commission guidance, we meet our objectives by seeking to serve the public in meeting social needs within the community. We do this by building up a relationship with our customers and providing a listening ear in times of need, especially illness and bereavement. We also hold events specifically to welcome the general public e.g. 24/3 prayer meeting, exploring faith events, Fair Trade events, events that meet social needs whilst raising money for local charities, social events for the elderly. The shop has a food bank collection point which supports the local food bank.

The café welcomes people of all ages regardless of religion, gender, sexuality or nationality. It provides a safe place, particularly for those who may be vulnerable because of age, ability, illness or bereavement.

The café is not run for profit; any profit is used to run events in support of the community.

The café currently has 8 volunteers from various churches, who have the time to talk to our elderly customers who often live on their own and speak to no-one during the week, also providing a listening ear to those recently bereaved. We will not seek to evangelise those who are vulnerable through illness or bereavement, this we would see as being of harm and detrimental to the individual and totally unethical to the Christian faith.

#### **ACHIEVEMENTS AND PERFORMANCE**

Listed below are just some of the various activities and key events in 2016:

Feb	- 24/3 prayer event, run by church members but open to customers for specific prayer requests
May	- offered venue free of charge to the local 'Springboard Music Festival'; 3 nights of music showcasing local musical talent.

# **CHRIST CHURCH COMMUNITY COFFEE**

## **TRUSTEES ANNUAL REPORT** *(continued)*

### **YEAR ENDED 31 DECEMBER 2016**

#### **ACHIEVEMENTS AND PERFORMANCE** *(continued)*

July - supported the local Cottingham Day festival

September - opened specifically on Sunday afternoon in support of the local Food Festival

December - Carols in the Community offering free drinks and Christmas snacks.

Monthly Saturday morning prayer meetings - open to all local churches and Christians.

Tuesday fortnightly - prayer meetings open to anyone.

Wednesday fortnightly – Christ Church Youth Group.

The café provides free facility for groups that meet regularly and informally e.g. Parents with Babies group, Book-reading group, Spanish/French conversation group, writing group.

#### **FINANCIAL REVIEW**

##### **Policy on reserves**

We aim to work to reserves of 3 months running costs.

##### **Further financial review details**

The Christ church Community Coffee is supported both practically and financially, as needed, by the main Church. Members run and support events held in the café that support the local community and/or enable us to share the Christian faith with the community.

##### **Declaration**

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

Signed on behalf of the charity's trustees

Mrs J Honey  
Secretary

9 May 2017

# **CHRIST CHURCH COMMUNITY COFFEE**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF Christchurch Community Coffee**

### **For the Year Ended 31 December 2016**

I report on the accounts of the charity for the year ended 31 December 2016 which are set out on pages 5 to 7.

#### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES**

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Charity law and is eligible for independent examination, it is my responsibility to:

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

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

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as committee of management 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:

- (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 2011 Act Charity Law
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 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.

Malcolm W Marsden FCA  
Independent examiner

38 Woodcroft Avenue  
Hull  
HU6 8LH

9 May 2017

# CHRIST CHURCH COMMUNITY COFFEE

## RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2016

	Unrestricted Funds	
	2016	2015
	£	£
<b>Receipts</b>		
Café sales	77,766	73,300
Christ Church donations	-	-
Christ Church usage	300	1,783
Other donations	40	-
Sundry Items	-	50
Bank interest	2	2
	<hr/>	<hr/>
Total receipts	<u>78,108</u>	<u>75,135</u>
<b>Payments</b>		
Café purchase	21,285	18,634
Wages and National Insurance	35,379	31,648
Rent, rates and water	13,020	12,409
Light and Heat	2,130	2,038
Insurance	520	769
Repairs and maintenance	2,471	917
Sundry expenses	154	189
Cleaning and waste removal	3,283	3,382
Music and entertainment	498	395
Independent Examiner fee	430	430
Bank charges	63	-
Key deposits	-	10
	<hr/>	<hr/>
	79,233	70,811
<b>Asset and investment purchases, etc</b>	-	423
	<hr/>	<hr/>
Total payments	<u>79,233</u>	<u>71,234</u>
	<hr/>	<hr/>
Net receipts and payments	(1,125)	3,901
Cash funds at 31 December 2015	7,765	3,864
	<hr/>	<hr/>
Cash funds at 31 December 2016	<u>£6,640</u>	<u>£7,765</u>

# CHRIST CHURCH COMMUNITY COFFEE

## STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 DECEMBER 2016

	Unrestricted Funds	
	2016	2015
	£	£
<b>Cash Funds</b>		
Barclays current account	2,263	-
HSBC current account	1,198	4,306
HSBC savings account	3,001	3,219
iZettle account	38	-
Cash float	140	240
	<hr/>	<hr/>
Total cash funds	6,640	7,765
	<hr/>	<hr/>
<b>Other monetary assets</b>		
Stock	496	496
Account receivable	-	-
Fixed assets	2,415	3,623
Christ Church receivable	1,307	295
	<hr/>	<hr/>
<b>Liabilities</b>		
Security deposit	30	30
Accounts payable	968	657
Accruals	430	430
	<hr/>	<hr/>

Signed by Mrs S Schellingerhout and Mrs G Tones on behalf of the trustees.

Mrs S Schellingerhout

Mrs G Tones

9 May 2016



# **CHRIST CHURCH COMMUNITY COFFEE**

## **NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT AND STATEMENTS OF ASSETS AND LIABILITIES**

### **FOR THE PERIOD ENDED 31 DECEMBER 2016**

The Trustees confirm in accordance with the Charitable Incorporated Organisations (General) Regulations 2012 that at the year ended the CIO did not have any outstanding guarantees to third parties nor any debts secured on the assets of the CIO.

#### **Fixed Assets**

Fixed assets comprise of assets transferred from Mannacoffee of negligible book value and those purchased since incorporation.

Purchased assets are written off on a straight line basis over a 4 year period.

#### **Trustees Remuneration and Expenses**

During the year under review £7,138 (2015: £6,352) was paid by way of remuneration to two of the Trustees for their work in the café at normal rates. No remuneration is paid for work as a Trustee. Expenses incurred by 3 Trustees on behalf of the charity and reimbursed to them amounted to £1,592.59 (2015:£614.99).