

**THE POTTERS HOUSE
(MANCHESTER)**

**ANNUAL REPORT AND
STATEMENT OF ACCOUNTS FOR
THE YEAR ENDED
31ST DECEMBER 2016**

CHARITY REGISTRATION No: 1093961

Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
West Sussex
BN18 0AS

THE POTTERS HOUSE (MANCHESTER)

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THE POTTERS HOUSE (MANCHESTER)
LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1093961
START OF FINANCIAL PERIOD	1st January 2016
END OF FINANCIAL PERIOD	31st December 2016
TRUSTEES AT 31ST DECEMBER 2016	<p>Kwesi Amesu Stephen Clark Daniel Leung</p> <p>The existing trustees appoint any new trustees following the provisions laid out in the Charity's governing Instrument.</p>
GOVERNING INSTRUMENT	Declaration of Trust dated 26th August 2002.
OBJECTS	<p>A. To advance the Christian faith in accordance with the Statement of Beliefs appearing in the schedule hereto in Manchester and in such other parts of the United Kingdom or the World as the trustees may from time to time think fit and to fulfil such other purposes which are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the trust.</p> <p>B. To relieve persons who are in conditions of need or hardship or who are aged or sick and to relieve the distress caused thereby in the said location and in such other parts of the United Kingdom or the World as the trustees may from time to time think fit.</p>
CORRESPONDENCE ADDRESS	26 Strathmere Avenue Stretford Manchester M32 0DR
PRIMARY BANKERS	Lloyds TSB Bank 53 King Street Manchester M2 4CQ
INDEPENDENT EXAMINER	M J Easton BSc (Hons) MBA Independent Examiners Ltd Sovereign Centre Poplars Yapton Lane Walberton West Sussex BN18 0AS

THE POTTERS HOUSE (MANCHESTER)
INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees of The Potters House (Manchester) on the accounts for the year ended 31st December 2016 set out on pages 3 to 9.

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

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; and
 - 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.

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Date: 20th March 2018.

THE POTTERS HOUSE (MANCHESTER)

TRUSTEES REPORT FOR THE YEAR ENDED 31ST DECEMBER 2016

OBJECTIVE OF THE CHURCH

The mission of The Potters House (Manchester) is the propagation of the Gospel of Jesus Christ, in accordance with the Holy Scriptures in Saint Matthew's Gospel, Chapter 28 verses 18-19. Our aim is to be an impact locally, nationally and overseas.

REVIEW OF ACTIVITIES

We have experienced great progress and increased income while at the same time the church congregation has also increased. This has allowed us to be a supporting influence to overseas works by both financial gifts and enabling Pastor Kwesi Amesu to visit.

We have continued to progress and grow as a Church. The Church has always functioned to the objectives, by conducting various outreaches such as concerts, revivals and impact teams.

FUTURE PLANS

As in prior years, we are aiming to see our Church become an ever more increasing influence in our area, and in the City of Greater Manchester as a whole.

TRUSTEES' RESPONSIBILITIES

The Charities Act 2011 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees , Trustee.

Date: 11/3/2018.

THE POTTERS HOUSE (MANCHESTER)
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
RECEIPTS :					
Voluntary Receipts	2a	46,217	0	46,217	44,265
TOTAL RECEIPTS		46,217	0	46,217	44,265
PAYMENTS :					
Costs of Charitable Activities	3a	42,936	0	42,936	41,639
Governance Costs	3b	2,230	0	2,230	911
TOTAL PAYMENTS		45,166	0	45,166	42,550
NET INCOMING/(OUTGOING) RESOURCES		1,051	0	1,051	1,715
Balances Brought Forward		1,936	0	1,936	221
BALANCES CARRIED FORWARD		2,987	0	2,987	1,936

The notes on pages 8 to 9 form part of these accounts.

All operations are continuing.

THE POTTERS HOUSE (MANCHESTER)
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST DECEMBER 2016

ASSETS	Unrestricted Fund £	Restricted Fund £	31-Dec-16 Total £	31-Dec-15 Total £
Cash Funds:				
Current Account	2,962	0	2,962	1,936
Savings Account	25	0	25	0
	2,987	0	2,987	1,936
Other Monetary Assets:				
Unrestricted Funds	2,987	0	2,987	1,936
Restricted Funds	0	0	0	0
	2,987	0	2,987	1,936
Assets retained for the Charity's own use:				
Equipment	17,708	0	17,708	16,820
LIABILITIES				
Independent Examiners Fee	555	0	555	471
	555	0	555	471

TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

Charity Law requires the trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 6 to 7.

Approved by the Trustees on the 15/3/18 and

Signed on their behalf by , Trustee.

THE POTTERS HOUSE (MANCHESTER)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER 2016

1. BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners, and they meet the appropriate legal requirements.

2. RECEIPTS

Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
a) Voluntary Receipts				
Loan	1,000		1,000	0
Pledges & Offerings	39,723		39,723	41,130
Gift Tax	5,494		5,494	3,135
	46,217	0	46,217	44,265

3. PAYMENTS

Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
a) Costs of Charitable Activities				
Bank Charges	491		491	553
Benevolence	326		326	900
Books & Periodicals	15		15	73
Church Rent	4,670		4,670	4,400
Equipment Purchases	888		888	618
Fellowship	2,488		2,488	593
Fellowship Tithe	1,065		1,065	3,550
Hall Hire	808		808	319
Hotel	1,584		1,584	0
Inland Revenue	1,850		1,850	800
Insurance	294		294	303
Love Offerings	3,435		3,435	1,160
Loan Repayment	1,000		1,000	0
Ministry Meal	1,040		1,040	859
Motor Expenses	1,296		1,296	2,421
National Church Support	1,302		1,302	560
Parsonage	4,678		4,678	6,454
Pastors Compensation	5,216		5,216	12,910
Printing & Advertising	325		325	589
Reimbursements	649		649	183
Revival Expenses			0	232
Stationery/Postage	30		30	60
Sunday School	229		229	226
Sundries	1,937		1,937	1,218
Travel	114		114	540
Utilities	7,185		7,185	2,118
Youth Ministry	21		21	0
	42,936	0	42,936	41,639

THE POTTERS HOUSE (MANCHESTER)

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31ST DECEMBER 2016

3. PAYMENTS (continued)

Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
b) Governance Costs				
Independent Examiners Fees	483		483	660
Other Professional Services	1,747		1,747	251
	2,230	0	2,230	911

4. STAFF COSTS

	2016 £	2015 £
Net Wage	5,216	12,910
Employers National Insurance Costs	0	0
Total amount paid	5,216	12,910

The Charity paid two Pastors during this financial year, Pastor Kwesi Amesu who was paid during the first two months and Pastor Christopher Lanor who was paid for the remaining 10 months of the year.

No employees received emoluments over £60,000 per annum (2015: none).

5. PAYMENTS TO TRUSTEES

No other payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

6. RESTRICTED FUNDS

There were no Restricted funds in this Financial Year.

7. RISK ASSESSMENT

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

8. RESERVES POLICY

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

9. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.