



New Creation Christian Book and Coffee Shop

Trustees' Annual Report

For the period 1st January, 2017 to 31st December, 2017

Reference and administration details:

Charity name: New Creation Christian Book and Coffee Shop
The charity is also known as: New Creation
Registered charity number: 1063924
Charity's address: 58 Bampton Street
Tiverton
Devon
Postcode: EX16 6AH

Names of the charity Trustees who managed the charity during the period:

| | Trustee name | Office (if any) |
|---|---------------------|------------------------|
| 1 | Mrs Holly Haig | |
| 2 | Mrs Maureen Rendell | |
| 3 | Mr Rikky Apps | Treasurer |
| 4 | Mr Bruce Govett | |
| 5 | Mr Cliff Bailey | |

Structure, governance and management

The Trust's governing document is a Trust Deed dated 12th June, 1997. This constitutes the charity as a Trust. Any new Trustee is selected by existing Trustees.

The charity's organisational structure and relationship with any related parties.

The overall management of the charity is carried out by the Trustees while the day to day running is carried out by the Shop Manager and Café Supervisor.

The Trustees are responsible for:

- 1 managing the assets of the Trust, which include the furnishings and equipment in the shop, café, kitchen and office;
- 2 the lease and liaising with the landlords about the condition of the building (the landlords are responsible for external repairs to the property);
- 3 maintain the internal parts of the property, including repairs and decorations, etc.;
- 4 financial resources.

The Shop Manager and Kitchen Supervisor are together responsible for:

- 1 the day to day running of the Trust's business
- 2 stock control
- 3 supervising the team of volunteers.



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The Trustees meet regularly (every two months) as a Management Committee and the Shop Manager and Café Supervisor will attend the meeting as necessary (at least for part of the meeting). Following prayer together, they review the immediate past performance, the current situation and decide on any future development. If any matters turn up between meetings these are normally dealt with by email and ratified at the next meeting. As the premises are rented the Trustees keep in contact with the landlords as to the condition of the building.

Objectives and activities

Summary of the objectives of the charity as set out in its governing document:

To advance the Christian faith, in particular by the distribution of Bibles and other Christian literature and of other Christian goods; and such other charitable purposes as the Trustees shall determine.

Summary of the main activities undertaken for the public benefit in relation to these objectives:

The Charity was established to provide Christian resources for members of Tiverton and district churches and fellowships, Sunday Schools and Youth Fellowships; as an outreach to the people of the area and to spread the Gospel (Good News) of Jesus Christ to the general public.

It fulfils these aims by running a book and coffee shop in Tiverton, which is normally open five and a half days a week.

The book shop stocks Christian books, CDs, DVDs, greetings cards and other gifts, including fair-traded goods. Wherever possible, our stock is obtained from Christian suppliers and most of it carries some form of Christian message. There is also a second-hand book section selling Christian books, CDs and DVDs that have been donated.

The coffee shop supplies hot and cold drinks, all day snacks and light lunches. Most of the food is prepared and cooked on the premises.

The Charity also attends external events, such as the Mid-Devon Show, and will visit local churches and other events, when invited, to provide a stand selling books and other goods.

At the shop there is a "Room upstairs" that is available for individuals or groups to use, free of charge. It is used for various meetings during the year.

The charity also provides a place of opportunity for Christian service in the bookshop and coffee shop, a sanctuary and place of refreshment for body, mind and spirit, a place of prayer, an outlet for Tearcraft and Traidcraft goods and, wherever possible, monetary support for other Christian Charities and ventures.



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Achievements and performance

Summary of the main achievements of the charity during the year:

During the year, the book shop and coffee shop have continued to trade and receipts from such trading were up by approximately 2% on the previous year, while outgoings decreased by approximately 3%. Donations to the shop were also up, by approximately 27% (excluding the one-off bequest in 2016) and overall the shop was just in profit by £26. The Trustees thank God for this surplus and believe that as long as He wants the shop to continue trading He will make-up any shortfall in takings. They also realise that they have a responsibility to make sure that the business is run as efficiently as possible.

The Trustees also give thanks to the two employees who not only carry out their duties, but go over and beyond what they are employed to do. And they also give thanks to the many volunteers who help in so many ways, serving in the shop, waiting in the café and working in the kitchens.

Lastly, they give thanks to the many local people who support them by using the book and coffee shop, giving donations and praying for them.

Financial review

Brief statement of the charity's policy on reserves:

As part of their area of responsibility, the Trustees have established a Reserve Policy requiring reserves of approximately six months expenses, and this has been calculated as £20,000.00.

At present the charity has excess of this in its reserves.

Details of any funds materially in deficit:

This is not applicable as accounts are prepared on a Receipts and Payments basis.

Declaration

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

Signed on behalf of the charity's Trustees

Signature:

Full name: Richard Apps
Position: Trustee – Treasurer
Date: 2 July, 2018

NEW CREATION CHRISTIAN BOOK AND COFFEE SHOP
 Reg Charity No: 1063294
RECEIPTS AND PAYMENT ACCOUNTS - 2017

RECEIPTS AND PAYMENTS ACCOUNT – 2017

1 January, 2017 to 31 December, 2017

1 January, 2016 to 31 December, 2016

| <u>Receipts</u> | | £ | £ | £ | £ |
|------------------------|-------------------------------|-----------|-------------------------|-----------|-------------------------|
| Sales | | | | | |
| | Goods – General | 26,067.64 | | 24,478.81 | |
| | Goods – Bibles | 2,666.86 | | 2,262.31 | |
| | Goods – 3 rd World | 4,511.42 | | 4,835.30 | |
| | Second-hand Books | 1,111.34 | | 1,317.33 | |
| | Vouchers (net) | -38.54 | | 105.81 | |
| | Coffee Shop | 15,683.31 | 50,002.03 | 15,879.65 | 48,879.21 |
| | | | | | |
| Donations | | | 7,964.05 | | 15,811.32 |
| Other Income | | | 605.12 | | 35.40 |
| | | | 58,571.20 | | 64,725.93 |
| Interest | HSBC | 2.35 | | 4.20 | |
| | Barclays | 6.23 | 8.58 | 186.39 | 190.59 |
| | | | | | |
| | <u>TOTAL RECEIPTS</u> | | <u>58,579.78</u> | | <u>64,916.52</u> |

| <u>Payments</u> | | £ | £ | £ | £ |
|--------------------------------------|------------------------------|-----------|-------------------------|-----------|-------------------------|
| Purchases | | | | | |
| | Bookshop | 21,054.33 | | 21,223.09 | |
| | Coffee Shop | 3,266.86 | 24,321.19 | 3,453.51 | 24,676.60 |
| | | | | | |
| Merchant Services charges | | | 298.77 | | 567.92 |
| Gifts/Adverts | | | 155.33 | | 144.45 |
| Insurances | | | 729.83 | | 736.01 |
| Print, Stationery and Postage | | | 207.00 | | 180.50 |
| Rent | | | 4,833.00 | | 4,833.00 |
| Repairs, Renewals and Capital Outlay | | | 1,265.12 | | 2,172.42 |
| Employee costs | | | 23,934.74 | | 23,358.51 |
| Utilities | Electricity Supply | 520.00 | | 601.00 | |
| | Gas Supply | 843.14 | | 797.70 | |
| | Phone and Internet | 568.19 | | 606.69 | |
| | Water Supply | 322.50 | | 383.00 | |
| | Business Rates | 0.00 | 2,253.83 | 700.82 | 3,089.21 |
| | | | | | |
| Subscriptions and Licences | | | 195.20 | | 191.49 |
| Sundries | | | 219.54 | | 45.45 |
| Administration | | | 139.42 | | 366.05 |
| | | | | | |
| | <u>TOTAL PAYMENTS</u> | | <u>58,552.97</u> | | <u>60,361.61</u> |

| <u>Surplus/Deficit</u> | | £ | £ |
|-------------------------------------|--|---------------------|------------------------|
| Total Receipts | | 58,579.78 | 64,916.52 |
| Total payments | | 58,552.97 | 60,361.61 |
| | | | |
| <u>TOTAL SURPLUS/DEFICIT</u> | | <u>26.81</u> | <u>4,554.91</u> |

NEW CREATION CHRISTIAN BOOK AND COFFEE SHOP
Reg Charity No: 1063294
RECEIPTS AND PAYMENT ACCOUNTS - 2017

MEMO: TRADING ACCOUNT

1 January, 2017 to 31 December, 2017

| | £ | £ |
|---------------------|---|------------------|
| Sales | | 50,002.03 |
| Cost of Sales | | |
| Opening Stock | 12,500.00 | |
| Purchases | 24,321.19 | |
| Closing Stock | 13,000.00 | |
| | | 23,821.19 |
| Gross Profit | | 26,180.84 |
| Margin | [profit as a percentage of 'cost of sales'] | 109.91% |

1 January, 2017 to 31 December, 2017

| | £ | £ |
|---------------------|---|------------------|
| Sales | | 48,879.21 |
| Cost of Sales | | |
| Opening Stock | 15,000.00 | |
| Purchases | 24,676.60 | |
| Closing Stock | 12,500.00 | |
| | | 27,176.60 |
| Gross Profit | | 21,702.61 |
| Margin | [profit as a percentage of 'cost of sales'] | 79.86% |

ASSETS & LIABILITIES

as at 31st December 2017

ASSETS

| | £ | £ |
|-------------------------------|----------------------------|------------------|
| HSBC Current Account | 4,291.09 | |
| Less - cheques not presented | 0.00 | |
| | | 4,291.09 |
| HSBC Deposit Account | | 8,037.45 |
| Barclays Bank Savings Account | | 18,660.45 |
| Petty cash (Cash retained) | | 58.88 |
| Total Cash | [see reconciliation below] | 31,047.87 |

as at 31st December 2016

| | £ | £ |
|-------------------------------|----------|------------------|
| HSBC Current Account | 4,259.82 | |
| Less - cheques not presented | 0.00 | |
| | | 4,259.82 |
| HSBC Deposit Account | | 8,035.10 |
| Barclays Bank Savings Account | | 18,664.22 |
| Petty cash (Cash retained) | | 61.92 |
| Total Cash | | 31,021.06 |

| | | |
|---------------------|-----------|------------------|
| Stock | | |
| Book Shop | 13,000.00 | |
| Coffee Shop | 150.00 | |
| | | 13,150.00 |
| Total Assets | | 44,197.87 |

| | | |
|---------------------|-----------|------------------|
| Stock | | |
| Book Shop | 12,500.00 | |
| Coffee Shop | 150.00 | |
| | | 12,650.00 |
| Total Assets | | 43,671.06 |

LIABILITIES

| | | |
|------------------|--|------------------|
| Creditors | | 0.00 |
| Net Funds | | 44,197.87 |

| | | |
|------------------|--|------------------|
| Creditors | | 0.00 |
| Net Funds | | 43,671.06 |

CASH RECONCILIATION

| | |
|----------------------|-----------|
| Cash brought forward | 31,021.06 |
| Cash Movement | 26.81 |
| Cash Carried forward | 31,047.87 |

| | |
|----------------------|-----------|
| Cash brought forward | 26,466.15 |
| Cash Movement | 4,554.91 |
| Cash Carried forward | 31,021.06 |

Prepared by Rikky Apps
Trustee
March, 2018

"I have examined the books and records of New Creation Book and Coffee Shop and, in my opinion, the above statements accurately reflect those records."

John Anderson BA IPFA
April, 2018