

**ANNUAL REPORT AND STATEMENT OF ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2018**

**THE POTTERS HOUSE  
(MANCHESTER)**

**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**

<b>CHARITY NUMBER</b>	1093961
<b>START OF FINANCIAL YEAR</b>	1st January 2018
<b>END OF FINANCIAL YEAR</b>	31st December 2018
<b>TRUSTEES AT 31ST DECEMBER 2018</b>	Kwesi Amesu Christopher Lanor Christopher Morris

The existing trustees appoint any new trustees following the provisions laid out in the Charity's governing instrument.

<b>GOVERNING INSTRUMENT</b>	Declaration of Trust Dated 26th August 2002.
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#### **OBJECTS**

**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.

**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.

<b>CORRESPONDENCE ADDRESS</b>	3 Moorfield Road Salford Manchester M6 7EY
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<b>PRIMARY BANKERS</b>	Lloyds Bank Plc 53 King Street Manchester M2 4CQ
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<b>INDEPENDENT EXAMINER</b>	Mr C.B Maizi FMAAT FCIE Independent Examiners Ltd Sovereign Centre Poplars Yapton Lane Walberton West Sussex BN18 0AS
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## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of The Potters House (Manchester) on the accounts for the year ended 31st December 2018 set out on pages 6 to 11.

### 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

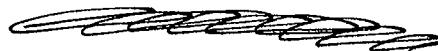
In connection with my examination, no matter has come to my attention

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.

Mr C.B Maizi FMAAT FCIE  
Independent Examiners Ltd  
Sovereign Centre  
Poplars  
Yapton Lane  
Walberton  
West Sussex  
BN18 0AS



Date: 28th October 2019

**THE POTTERS HOUSE (MANCHESTER)**  
**TRUSTEES REPORT**  
**FOR THE YEAR ENDED 31ST DECEMBER 2018**

**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 globally.

**Review of Activities**

We have experienced great progress and increased income while at the same time the congregation has also increased. This has allowed us to continue our objectives locally through various outreaches such as concerts, dramas and special services locally and globally by partnering with our leadership church in sending financial support to missionaries around the world.

**Future Plans**

As in prior years, we are aiming to see our Church becomes an ever more increasing influence in our area, and in the City of Greater Manchester as a whole. In the near future, we hope to acquire a property we can use as our permanent location to reach the local community, train future leaders and plant churches.

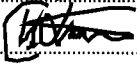
**Trustees Responsibilities**

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.

Approved by the Trustees on the 16/10/19 .....

Signed on their behalf by Trustee  .....

Print Name: CHRISTOPHER LANOR

# THE POTTERS HOUSE (MANCHESTER)

## STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST DECEMBER 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>RECEIPTS :</b>					
Donations & Legacies	<b>2a</b>	34,070	-	34,070	29,405
Charitable Activities	<b>2c</b>	7,766	-	7,766	-
Other Incoming Resources	<b>2d</b>	1,061	-	1,061	300
<b>TOTAL RECEIPTS</b>		<b>42,897</b>	<b>-</b>	<b>42,897</b>	<b>29,705</b>
<b>PAYMENTS :</b>					
Costs of Charitable Activities	<b>3a</b>	37,182	-	37,182	30,709
Governance Costs	<b>3b</b>	932	-	932	864
<b>TOTAL PAYMENTS</b>		<b>38,114</b>	<b>-</b>	<b>38,114</b>	<b>31,573</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>4,783</b>	<b>-</b>	<b>4,783</b>	<b>(1,868)</b>
Balances Brought Forward		1,119	-	1,119	2,987
<b>BALANCES CARRIED FORWARD</b>		<b>5,902</b>	<b>-</b>	<b>5,902</b>	<b>1,119</b>

The notes on pages 8 and 11 form part of these Financial Statements.

All operations are continuing operations.

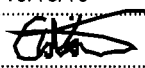
**THE POTTERS HOUSE (MANCHESTER)**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31ST DECEMBER 2018**

		Unrestricted Fund £	Restricted Fund £	Total 31-Dec-18 £	Total 31-Dec-17 £
<b>ASSETS</b>					
<b>Cash Funds:</b>					
Cash at Bank and in Hand		5,902	-	5,902	1,119
		<b>5,902</b>	<b>-</b>	<b>5,902</b>	<b>1,119</b>
<b>Charity Funds:</b>					
General Funds		5,902	-	5,902	1,119
Restricted Funds	4	-	-	-	-
		<b>5,902</b>	<b>-</b>	<b>5,902</b>	<b>1,119</b>
<b>Assets Retained for the Charity's own use:</b>					
Equipment Cost		18,337	-	18,337	18,337
		<b>18,337</b>	<b>-</b>	<b>18,337</b>	<b>18,337</b>
<b>LIABILITIES</b>					
Independent Examiner's Fee		780	-	780	555
		<b>780</b>	<b>-</b>	<b>780</b>	<b>555</b>

**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 and 7.

Approved by the Trustees on the 16/10/19 .....

Signed on their behalf by Trustee  .....

Print Name: CHRISTOPHER LANOR

# THE POTTERS HOUSE (MANCHESTER)

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2018

### 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

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>a) Donations &amp; Legacies</b>				
Tithes, Gifts & Offerings	20,970	-	20,970	25,023
Gift Aid Tax Recovered	13,100	-	13,100	4,382
	<b>34,070</b>	<b>-</b>	<b>34,070</b>	<b>29,405</b>
<b>b) Investment Income</b>				
Bank Interest	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>c) Charitable Activities</b>				
Activities & Events	1,016	-	1,016	-
Parsonage Rent	6,750	-	6,750	-
	<b>7,766</b>	<b>-</b>	<b>7,766</b>	<b>-</b>
<b>d) Other Incoming Resources</b>				
Refunds	698	-	698	-
Sundry Income	363	-	363	300
	<b>1,061</b>	<b>-</b>	<b>1,061</b>	<b>300</b>



**THE POTTERS HOUSE (MANCHESTER)**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2018**

**3. PAYMENTS**

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>a) Costs of Charitable Activities</b>				
Activities & Events	551	-	551	-
Bank Charges	244	-	244	366
Benevolence	90	-	90	111
Books & Periodicals	213	-	213	53
Equipment Costs	1,252	-	1,252	629
Fellowship Expenses	1,881	-	1,881	1,280
Gifts & Tithes	2,035	-	2,035	3,345
Love Offerings	1,480	-	1,480	670
Ministry Expenses	846	-	846	135
Parsonage Costs	9,378	-	9,378	7,552
Printing Costs	588	-	588	14
Reimbursements	805	-	805	488
Rent & Rates	4,830	-	4,830	4,911
Staff Costs	3,196	-	3,196	7,350
Sundry Expenses	1,850	-	1,850	1,191
Travel & Subsistence	1,999	-	1,999	86
Utility Costs	2,164	-	2,164	2,388
World Evangelism	3,660	-	3,660	50
Youth Ministry	120	-	120	90
	<b>37,182</b>	<b>-</b>	<b>37,182</b>	<b>30,709</b>
<b>b) Governance Costs</b>				
Independent Examiner's Fee	560	-	560	565
Insurance Costs	372	-	372	299
	<b>932</b>	<b>-</b>	<b>932</b>	<b>864</b>

**THE POTTERS HOUSE (MANCHESTER)**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2018**

**4. RESTRICTED FUNDS**

The Charity held no restricted funds during this or the previous financial period.

**5. STAFF COSTS AND NUMBERS**

	<b>TOTAL 2018 £</b>	<b>TOTAL 2017 £</b>
Gross Wages & Salaries	3,196	7,350
Employer's National Insurance Costs	-	-
Pension Contributions	-	-
	<b><u>3,196</u></b>	<b><u>7,350</u></b>

Employees who were engaged in each of the following activities:

	<b>TOTAL 2018</b>	<b>TOTAL 2017</b>
Charitable Activities	1	2
	<b><u>1</u></b>	<b><u>2</u></b>

The Charity operates a PAYE Scheme to pay all employed members of Staff. The Charity also employs members of staff on a self-employed basis and no employees received emoluments in the range of £50,000 to £60,000 (2017:None)

No employees received emoluments over £60,000 per annum (2017:None).

**6. PAYMENTS TO TRUSTEES AND RELATED PARTIES**

During the financial year Pastor Christopher Lanor received £2,646 (2017:£6,000) in salary related payments in his capacity as Pastor of The Potters House (Manchester) in furthering the Charity's objects.

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

**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.

**THE POTTERS HOUSE (MANCHESTER)**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2018**

**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.