



# Trustees' Annual Report for the period

|             |                   |       |      |           |                 |       |      |
|-------------|-------------------|-------|------|-----------|-----------------|-------|------|
| <b>From</b> | Period start date |       |      | <b>To</b> | Period end date |       |      |
|             | Day               | Month | Year |           | Day             | Month | Year |

## Section A Reference and administration details

**Charity name**

Pontypool Churches & Friends Christian Bookshop

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

**Postcode**

### Names of the charity trustees who manage the charity

|    | Trustee name  | Office (if any)  | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------|------------------|-----------------------------------|---|
| 1  | Jayne Harris  | Bookshop Manager |                                   |   |
| 2  | Paul Bufton   | Secretary        |                                   |   |
| 3  | Susan Davies  | Treasurer        |                                   |   |
| 4  | Alwyn Stevens |                  |                                   |   |
| 5  |               |                  |                                   |   |
| 6  |               |                  |                                   |   |
| 7  |               |                  |                                   |   |
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| 14 |               |                  |                                   |   |
| 15 |               |                  |                                   |   |
| 16 |               |                  |                                   |   |
| 17 |               |                  |                                   |   |
| 18 |               |                  |                                   |   |
| 19 |               |                  |                                   |   |
| 20 |               |                  |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

### Name of chief executive or names of senior staff members (Optional information)

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|  |
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## Section B Structure, governance and management

### Description of the charity's trusts

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | Trust Deed                                 |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation Trust |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected by Trustees                        |

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To advance the Christian religion by promoting the good news of the gospel of Jesus Christ in the town of Pontypool by producing and/or distributing literature, compact discs, DVD's and other media on the Christian faith to enlighten others about the Christian religion.

The provision and sale of literature, compact discs and DVD's that provide information on the Christian faith. The information has a two- fold purpose; the first is a means of educating and teaching non- Christians about the tenants of the Christian faith and secondly, to provide further instruction and education to believing Christians.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

The achievements for the year 1 January 2018 – 31 December 2018 are as follows:

- 1) January – March: 51 books sold, 240 other items
- 2) April – June: 87 books sold, 301 other items
- 3) July – September: 46 books sold, 211 other items
- 4) October – December: 114 books, 577 other items

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The financial reserves kept by the Christian Bookshop are enough to keep the charity functioning for at least one year in case of financial difficulty.

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**

**Position (eg Secretary, Chair, etc)**

**Date**

|             |  |
|-------------|--|
|             |  |
| Paul Bufton |  |
| Secretary   |  |
| 12/11/2019  |  |

# YEAR 20 -2018 - Summary of Income and Expenditure

|           | Income   | Expenditure | Net    |
|-----------|----------|-------------|--------|
| January   | 204.45   | 198.09      | 6.36   |
| February  | 336.46   | 345.04 -    | 8.58   |
| March     | 224.46   | 395.2 -     | 170.74 |
| April     | 230.64   | 353.37 -    | 122.73 |
| May       | 538.47   | 320.27      | 218.20 |
| June      | 171.41   | 90.8        | 80.61  |
| July      | 326.66   | 423.01 -    | 96.35  |
| August    | -        | 476.46 -    | 476.46 |
| September | 504.47   | 451.79      | 52.68  |
| October   | 697.26   | 504.33      | 192.93 |
| November  | 293.08   | 462.62 -    | 169.54 |
| December  | 386.85   | 374.73      | 12.12  |
|           | 3,914.21 | 4395.71 -   | 481.50 |

## Bank Reconciliation

|                 |         |
|-----------------|---------|
| Brought Forward | 1948.24 |
| Income          | 3914.21 |
| Expenditure     | 4395.71 |
| Balance         | 1466.74 |