

# Calvary Christian Fellowship (Preston)

## Trustees' Report and Accounts

*for the period ended*  
**31 March 2013**

## Contents

Reference and Administration Detail.....	3
Structure, Governance and Management.....	4
Objectives and Activities of the Charity.....	6
Relationship with other Charities and Organisations.....	15
Plans for the Future.....	16
Achievement and Performance.....	16
Financial Review.....	18
Trustees' responsibilities in relation to the financial statements.....	20
Independent Examiner's Report to the Trustees of Calvary Christian Fellowship.....	21
Statement of Financial Activities for the year ended 31st March 2012.....	22
Balance Sheet at 31st March 2013.....	23
Notes to the accounts 31st March 2013.....	24

## Reference and Administration Detail

Period	<b>1st April 2012 to 31st March 2013</b>
Charity Name	Calvary Christian Fellowship (Preston)
Company limited by Guarantee	
Company Number	07223694
Charity Commission Number	1135901
Charity Principal Address	Ward Street Lostock Hall Preston PR5 5HR

### Trustees

Mr P Richardson (Chair)	
Mr D Buckley	Mr Pete McDermott
Mr M Headley	Mr Phil McDermott

The existing trustees vote on the appointment of new trustees. The trustees both manage the charity and hold title to the charity's property.

### Names and Addresses of Advisors

#### Bankers

CAF BANK Ltd  
PO Box 289  
West Malling  
Kent  
ME19 4TA

#### Auditor

John Fell  
J A Fell and Company  
White Cross  
South Road  
Lancaster  
LA1 4XQ

### Senior Staff Members

<b>Name</b>	<b>Position</b>	<b>Status</b>
Graham Hooke	Senior Pastor	Employed
Paul Jackson	Associate Pastor	Employed
Dorothy Barton	Elder	Volunteer
Stephen Whymark	Elder	Volunteer
Linda McDermott	Elder	Volunteer

## **Structure, Governance and Management**

### **Governing Document and Constitution**

The charity is governed by the Declaration of Trust dated 1 December 1981 and is an unincorporated association. Since 1<sup>st</sup> November 2010 the organisation was, and will continue to be, governed by the Memorandum and Articles of Association of Calvary Christian Fellowship (Preston) incorporated as a company limited by guarantee in England on 14<sup>th</sup> April 2010.

### **Charity Trustees**

The first Trustees are the 5 persons named above who were notified to Companies House as the first directors of the charity.

The number of trustees shall be not less than 3 and a fourth of the trustees shall retire by rotation at each annual general meeting.

The charity may appoint a willing person (subject to qualifications stated in the Memorandum and Articles of Association) to be a trustee.

### **Charity Trustee Induction and Training**

Prior to appointment a candidate will be visited by a serving trustee to explain the role and responsibilities of a Charity Trustee. Publication CC3 "The Essential Trustee" guide will be provided along with the trust document, copies of the accounts and a description of the organisation of the charity. The candidate will also be made aware of the Charity Commission's website and of publications within the site.

### **Organisation of the Charity**

The management of the charity splits into two groups:

1. trustees (who are ultimately responsible for the charity's meeting its charitable objectives)
2. pastors and elders

The trustees are responsible for those areas relating to the charity as a legal entity; specifically the financial, legal and employment matters. They meet together at least four times per year to manage these areas.

The pastors and elders are responsible to God for the direction and spiritual welfare of the charity as a church. As a team they take care of the church and decisions are made by consensus. The pastors and elders construct an annual budget, which is submitted to the trustees for approval.

The two groups meet together to discuss joint issues and to enable, where possible, unified decision making.

The church relies heavily on volunteers to fulfil its ministries. Membership involves

commitments to attend regularly, using gifts and abilities for the benefit of the church, giving sacrificially and supporting the leadership.

### **Risk Management**

The major risks to the charity, as identified by the Trustees, have been considered and appropriate action taken to mitigate those risks.

New activities are risk-assessed and where appropriate notified to our insurers to ensure appropriate cover is available. The trustees try to attend non-standard activities to ensure health and safety issues have been considered. The site supervisor monitors the use of the church and notifies issues via the weekly staff meetings.

### **Safeguarding Children**

The Church has a Safeguarding Children Policy (previously called a Child Protection Policy) which all members working with children are required to read. This was rewritten at the end of 2010, and is supported by a detailed induction pack for anyone new starting to work with children or vulnerable adults.

## Objectives and Activities of the Charity

Objects as set out in Memorandum and Articles of Association

(a) to advance the Christian Faith in accordance with the Statement of Beliefs appended to the Memorandum and Articles of Association in Preston, Lancashire and in such other parts of the UK 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 not connected with the charitable work of the charity;

(b) to relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the UK or the world as the Trustees from time to time may think fit.

### Public Benefit

The trustees have considered the guidance of the Charity Commission on Public Benefit in planning the activities of the charity.

### Aims

The mission statement of our church is: *'Making Disciples – people who love God and others.'*

The vision of the church is pictured as a diamond which is multifaceted, reflecting the light of Christ in many directions through the ministries and members of the church, because of our belief that every individual is unique and matters to God. Various characteristics of a diamond exemplify key values of the church.

Our objectives are based around a three-step process: REACH, RESTORE and RELEASE.

- **REACH people for Christ.**  
Every member is reaching out to one friend who isn't yet a Christian
- **RESTORE people to a right relationship with God, through Christ.**  
Every member is taking opportunities to tell their story of salvation to see others restored.
- **RELEASE people to realise their full potential in Christ.**  
Every member is clear on their gifts and is trained, encouraged and released to use those abilities for the benefit of the church community and wider community - locally, nationally and globally.

During 2012/13 the church continued a process of seeking to grow through the development of Missional Worshipping Communities.

Missional Worshipping Communities are potentially subsets of the whole church being communities of up to approximately 50 people focussed on a mission to gather a community of people around a specific feature: age, interest, location, stage of life etc.

Each Missional Worshipping Community (MWC) is expected to feature a balance of activities based around a triangle of UP IN OUT.

UP - connecting with and worshipping God

IN - relating and growing together as disciples of Jesus Christ

OUT - reaching out to others in mission

As of March 2013 two MWCs are functioning on a regular basis, and others are in emerging. More details are given in the section about Community Outreach.

Two teaching series were addressed at Sunday morning church services during 2012; **Stories of Community** and **Experience Discipleship** with occasional other one-off topics. Talks were supported by small group activities published on most Sundays with the Bulletin and accessible online through our church website.

## Main Activities

The main activities in the Charity have been divided into five streams: Church Services, Community Outreach, Prayer and Pastoral, Disciple and Witness, and Youth and Children. The policies have been noted under each area.

### 1. Church Services

#### i. Sunday Mornings

The Sunday morning service has continued to be the hub of church life and is open to all comers. Services were held every Sunday morning and also on Christmas Day. During 2012/13 the preaching and teaching on the Sunday services was covered by a number of speakers, and occasional visitors. Sunday preaching was covered as follows, with 10 Sundays covered by speakers in pairs:

#### Internal Speakers

Graham Hooke	16	Derrick Bannister	1
Graham & Ruth	1	Paul & Miriam Grave	3
Paul Jackson	11	Paul Jackson & Paul Richardson	1
Jill Jackson	1	Paul Jackson & Paul Grave	1
Paul & Jill Jackson	2	Bev Redman & Margaret Fisher	1
George Thomas	2	Neil Kiley, Mel Hollaway	
DV8 (Young People)	3	& Jennifer Hebson	1
Paul Richardson	3		
Mike Costello	1		

#### Visiting Speakers

Joshua Magezi	1	Yvonne Lyon	1
John Gaughan	1	Arnaldo Fernandez Arias	1

During the Year 14 services were more specifically invitational services:

Connect	7
Evangelistic Guest	4
Youth Services	3

Toward the end of each month an afternoon service aimed at a more elderly congregation is held. Details of this under Local Outreach.

Two child **Dedications** took place on Sunday mornings during this period.

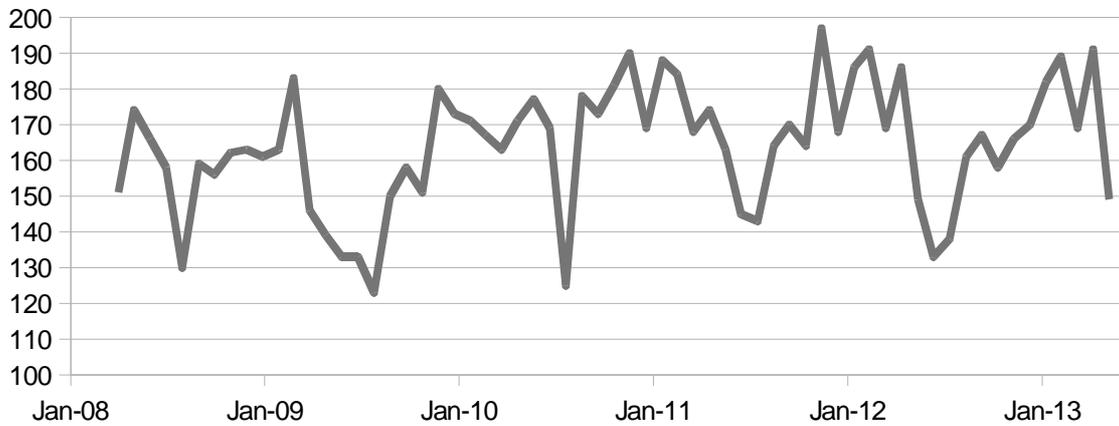
**ii. Attendance trends April 2012 - March 2013**

The following table shows average weekly attendance at the Sunday morning service.

12/13 month	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Children	33	40	36	21	27	38	38	36	28	31	38	47
Adults	136	146	113	107	110	123	129	123	144	139	144	142
<b>Total Congregation</b>	<b>169</b>	<b>186</b>	<b>149</b>	<b>128</b>	<b>138</b>	<b>161</b>	<b>167</b>	<b>158</b>	<b>172</b>	<b>170</b>	<b>182</b>	<b>189</b>

The following graph shows average monthly attendance at Sunday morning services for the past 5 years.

Attendance: Monthly Averages



**iii. Members Meetings**

Members Meetings are usually vision nights, both looking back and looking forward. They are held twice yearly in March and October and include financial reports. This year our AMM was held over a weekend and included a special prayer focus.

Two other prayer days were held.

**iv. Elders and Trustees**

Elders met fortnightly at Elders homes on Wednesday evenings.

Trustees met quarterly on Friday evenings.

**v. Friday Feed & Dropbox**

As a new way of communicating information, in addition to the weekly Bulletin and the website, we commenced a weekly email communication called **Friday Feed** in May 2012. Graham and Paul alternate in writing this brief email which includes links to additional information, the notes for Sunday, the Bulletin, What's On etc. Circulation at the end of the period was 109.

The Sunday Church Programme, including some of the main rotas for Sunday teams, has also been developed as an internet based file accessible through Dropbox. This has considerably simplified the communication of "who does what and when" by incorporating at least 8 rotas in one online Excel spreadsheet, updated on an ongoing basis. It is expandable for other events and for other rotas but some groups prefer to maintain and circulate paper rotas in the traditional way.

## **vi. Making the Most of Sunday Church**

Graham led a session called Making the Most of Sunday Church, on two occasions, for all those involved in servicing our Sunday morning services. The theme and focus of these sessions was: **For God to be honoured, heard and experienced.**

### **2. Community Outreach**

The community outreach activities of the church fall into two categories:

#### **i. Local Community Outreach**

On a regular basis the church aims to connect with, serve and reach out to specific groups in the immediate local community.

#### **Jolly Tots**

Each Wednesday in term time, **Jolly Tots**, a parents, carers and toddlers group reaches out and serves the local community, welcoming anyone with toddler-aged children. (led by Wendy & Kath Hodgson),

#### **CAP**

A debt-counselling centre, linked to the national organisation, **Christians Against Poverty (CAP)**, has been open for two days a week since September 2008. In the 12 month period covered by this reports 26 individuals or families have activated and continued to use a CAP account. Since our centre opened we've visited and worked with over 200 individuals or families. CAP accounts were activated as a result of visits by our CAP Centre Manager, Jill Jackson and backup from volunteer support workers, now known as *befrienders*. Many people are now on the road to potential freedom from crippling debts.

Following careful preparation and an interview process we appointed a second Debt Advisor, Sarah Downie. This position is partially funded by a grant from the 'South Ribble Partnership Community Bids Fund' and has increased the capacity of our CAP Centre. Sarah commenced work in October 2012 although she has worked as a volunteer for CAP for several years.

CAP Meetings for befrienders and team were held in April, May, July, September, November and February.

A CAP Christmas Event was held in December 2012, supported by many church people and attended by 34 of CAP clients and family, 5 of these clients made a significant response to the Gospel message presented.

The CAP Centre Manager and Senior Pastor attended two meetings with the Preston CAP Centre and leaders from Leyland churches to discuss issues relating to how Leyland and Chorley might develop CAP centres

#### **Ripples**

The **Special Needs Dance Group** called Ripples has continued to run on a bi-monthly basis on Sunday afternoons.

## Missional Worshipping Communities

As stated earlier, the development of **Missional Worshipping Communities** is becoming the main vehicle for our outreach.

- Ministry to the Elderly (M2E) has been running for a number of years and meets monthly on a Sunday afternoon for a short service of worship and monthly on a Tuesday for a "Brew time" usually featuring a speaker on a topic of interest. Additionally a monthly Film Club has commenced on a Thursday. On average approx 20 people attend.
- 'Messy Church', known as Splat commenced on a monthly basis on a Saturday afternoon in September 2012. The initial run is programmed until December 2013. Splat is for families with a focus on activities that will appeal to children. It begins with games and activities, includes a short (15-20 minute) time together of worship with a story/focus and ends with a meal together. Approx. 150 people have attended Splat at time of writing with an average attendance of approx. 40-50 people

## Emerging MWCs

A leader for a 20s/30s community has been identified and steps are being taken to encourage the development of an MWC for this age group. Other MWCs are being considered.

## Other Community Events

In addition special events were held at specific times in order to serve our local community, strengthen relations and reach out. These included:

- Music Workshop led by Yvonne and David Lyon (April 2012)
- **Christmas**
  - A Community Craft Afternoon (Nov 2012)
  - Rhema Theatre did a Christmas Presentation for Surf and friends in December 2012.
- **Men's Events:**
  - Crown Green Bowling (July)
  - Golf (Sep)
  - Quiz (Dec)
  - Snooker (March)
- **Other Events:**
  - We hosted a **Fusion Day** in June 2012
  - We hosted an **Autism Awareness Day** in November 2012

The church works closely with local Community Police Officers. Our building is used as a local base for the PCSOs and the church hosted PACT meetings on a quarterly basis. Some financial support is given to a small number of UK organisations involved in outreach into the community.

## **ii. Global Community Outreach**

Support through prayer, relationship and finance is extended to the following people and ministries. A significant feature of much of the work we support is the care of abandoned and destitute children in Africa, India and Asia.

- Steve and Mary Coates working with 'World Horizons', based in South Wales.
- Pastor Joshua Magezi and his church (Kibuli District, Kampala, Uganda). A major project that we have a special interest in is a Children's Village for abandoned children, home to about 150 children, and widows who act as carers.
- Hannah Wang, working with 'World Horizons' in Japan, establishing a church.
- 'Fountain of Life Ministries' and Sundar & Sarah Pinninty (supporting Pastor Swamydas Pinninty and family, involved in village evangelism, literacy and sewing centres in South India.). Their current major project is the building of a Home of Hope for abandoned children, completed in January 2013. Graham Hooke went to India to take part in the Official Opening
- 'Good Rock Foundation' working with orphanages and supporting foster care of children in China. Jacqui Shurr, the founder, is based in our church and travels to China occasionally to develop this ministry.

Ongoing relationship and prayerful support of these and other people involved in international mission is no longer maintained through the small group: [internat.com](http://internat.com), since its leader, Ruth Hooke, stepped down in June 2012. This has meant that personal and prayerful support for our international partners has reduced and we are considering new ways of maintaining awareness, interest and prayer.

A well attended **Good Rock** support event and lunch was held in February 2013

Pastor **Joshua Magezi** from Uganda visited us in July 2012. Graham hosted him and co-ordinated a 6 day visit enabling him to speak to several small groups and visit school. Unfortunately his activities were curtailed by illness.

## **3. Prayer and Pastoral**

Counselling of a few people is undertaken by a small number of appropriately trained counsellors. One counsellor provides free sessions and another requires payment.

Pastoral Care continues under the overall responsibility of Pastors and Elders. Most pastoral care of members takes place through the small groups with the individual members of the church involved in mutual support for one another.

A review of pastoral care arrangements is currently underway and a booklet is in draft form as of March 2013. It seeks to help people understand pastoral care as being more about the discipleship process than just having personal needs met. It will communicate the structure and processes by which people grow in their discipleship

through pastoral support mechanisms.

The role of the employed pastors of the church is primarily a leadership and oversight role but both also involve themselves in pastoral care and prayer for members, as needs arise, particularly in emergency situations where hospitalisation is involved.

The prayer ministry team ensure that prayer is available at each Sunday morning service. People can also make prayer or counselling appointments or put prayer requests on a prayer chain. George and Joan Thomas have responsibility for Prayer Ministry and meet regularly with their team.

The church runs two courses in support of its pastoral care ministry, **Healing Choices** and **Freedom in Christ**. Details under courses.

#### 4. Disciple and Witness

This stream of church life is focused on helping people who are enquiring about faith, in addition to helping Christians of all levels of maturity to grow. The emphasis is on providing resources or an environment in which people can grow and develop. This is done through either courses or small groups with other occasional events providing additional support.

#### Small Groups

The church has a number of different small groups that meet in homes on different evenings through the week. To encourage people to get the most out of the Sunday teaching, teaching outline notes with follow up questions are distributed for use in small groups. The Sunday teaching is recorded and made available on CD.

Small groups continue to meet but there is an increasing emphasis and encouragement for Missional Worshipping Communities to emerge.

#### Courses

1. **Vision, Values and Involvement** is a 4 week course (led by Graham Hooke and hosted by Phil & Linda McDermott), followed by one extra session for a meal and an interview, addressing what it means to be a member of Calvary Christian Fellowship.

One course was completed in April 2012. 8 people began it, 6 completed it and 4 were admitted into membership.

This course has not been held since as we are undertaking a review of membership in line with changes in the church and expect to change from Members to "Partners and Friends" early in 2013. This will be an opportunity for current members to review their commitment to the vision of the church and new people to commit.

2. The **Discovery Steps** course was not run during this time. This is a basic introduction to the Christian faith particularly focussed on CAP clients
3. **CAP Money** is a 3 week course that encourages and enables people to get control of their finances, led by Sarah Downie, Chris Hebson and Nigel Stewart.

A course was run in February 2013 with 4 people attending.

4. **Baptism preparation** courses were not run during this period
5. **Marriage Preparation**. Graham & Ruth Hooke led three couples through a

Marriage Preparation course, each being made up of between 5 and 7 sessions. One couple chose to marry early in a registry office after only three sessions and so ended marriage preparation at that point. A course with a fourth couple commenced in March 2013.

6. **Healing Choices**, initiated to help people through issues and difficulties of life was led by Bev Redman during the Autumn of 2012
7. **Freedom in Christ** was also run during Autumn 2012 led by Bert & Norma Duffell.
8. **Willow Creek Global Leadership Talks**. Graham completed a series of sessions with leaders and others interested watching talks from the Willow Creek GLS, followed by discussion.

## Other Events and Activities

**A Leaders Day** was held in September 2012 and attended by 30 people. The title was "Thriving not Surviving" and was a day of training and support for leaders.

A large group of adults and children from CCF attended the **New Wine summer event**, camping at Newark and attending celebrations, seminars and workshops for teaching and inspiration.

Two **Weddings** and a **Wedding Blessing** were held at CCF in July 2012 and January and February 2013.

No **Funerals** were held during the period.

## 5. Youth and Children

The church provides specific activities for those under 18.

1. **Rock Solid** is a Friday night youth activity aimed at 11 - 14 year olds. (Weekly during term time)
2. **Surf** is a Friday night children's activity aimed at 6-11year old church children who are encouraged to bring unchurched friends along. (Fortnightly during term time)
3. Our Sunday morning services also include **Calvary Kids** which provide specific activities for 0 - 11s. Within that age range the following specific groups exist Bubbles (pre-schoolers), Splash (infants: reception to yr2) and Xstream (juniors: yrs 3 - 6).
4. In addition to Calvary Kids our Sunday services include **Jailbreakers** which is a discipleship group for 11 - 14 year olds.

In October of 2012 a team of youth leaders took 22 young people on a youth weekend away to Quinta on the English/Welsh border. The weekend featured bible talks, worship, prayer, games, challenges, camp fire performances and a host of other activities.

See under Local Community Outreach for details of Jolly Tots, catering for under 4s.

## **Safeguarding**

Graham undertook considerable work in updating the Safeguarding procedures and policy during 2012/13. In particular, the Recruitment Process was clarified with a single tick box sheet which was prepared to enable ministry leaders, safeguarding recruiters and pastors to ensure that all necessary steps were taken for safe recruitment. CRB checks (now known as DBS) are a part of this process. We have also moved from paper-based DBS checks to internet based checks. Once we are familiar with this it will simplify the process.

At the end of this year it is clear that there is a large number of children's workers who need their checks renewed (3 years since last check) and we are planning a phased programme of checks spread over 2013/14. Graham has covered all renewals during 2012 and included the taking up of references of people who have been working with us for years, as good practice, so we have will eventually have external recommendations on file for all those who work with children.

Preparation was in hand for new Safeguarding Training sessions led by Graham in the Spring 2012 and Internet Safety training for parents and children in July and September 2013, led by Shan Dobinson, trained by CEOP. (Child Exploitation & Online Protection Centre).

## Relationship with other Charities and Organisations

The church is a member of the **Evangelical Alliance**.

The church is also part of the **New Wine network** of churches. The Pastors and spouses attend occasional meetings of the North West New Wine network. The church supports other New Wine events, such as New Wine Men's and Women's days. In addition a group of adults and children attended the New Wine Summer Conference in Newark.

The church co-operates locally with the three other Christian churches in Lostock Hall. Graham Hooke, the senior pastor, co-ordinates the quarterly meetings of the senior church leaders and he meets with the two other Lostock Hall clergy (Anglican/RC) to maintain relationships and further work together in any ways that we can.

Graham also attends an occasional study, support and prayer group with two local Baptist ministers (Tony Crawford and James Watterson and a Free Methodist Minister (Geoff Williams - moved to Scotland in July 2012)

Paul meets with a New Wine Core Group for a similar purpose.

## **Plans for the Future**

During 2011/12 the church began a process of seeking to grow through the development of Missional Worshipping Communities.

Missional Worshipping Communities are potentially subsets of the whole church being communities of up to approximately 50 people focussed on a mission to gather a community of people around a specific feature: age, interest, location, stage of life etc.

Each Missional Worshipping Community (MWC) is expected to feature a balance of activities based around a triangle of UP IN OUT.

UP - connecting with and worshipping God

IN - relating and growing together as disciples of Jesus Christ

OUT - reaching out to others in mission

As of March 2012 one MWC is functioning on a regular basis and another is in the development phase with a view to launching in September 2012.

Paul Richardson (Chair of Trustees) commenced a Staffing Review which is expected to lead to a better deployment of our staffing resources in line with our priorities and possible changes to the organisation of the church.

## **Achievement and Performance**

### **Learning Communities**

In February 2012 four of the five elders commenced participation in a Learning Community along with about 20 other church groups. This is led by a group known as 3DM working in conjunction with the Fresh Stream Network. The 3DM team are leaders from St Thomas' Philadelphia in Sheffield, a church of about 3,000 people, using discipleship and missional material developed by Mike Breen during his time in Sheffield and subsequently over a 15 year period.

We committed to attending four Learning Communities over a two year period, each lasting three days.

These Learning Communities have become the primary way for the Elders to assess, dream, plan and strategise the future of our church. At each session we have set 2 year targets and 6 month goals. By continuing to participate in these Communities there has been a built-in accountability in which we have had to feedback our progress, both to the 3DM leaders and the wider group at each LC.

During this period we have attended for LC2 in October 2012 and LC3 in February 2013.

### **October 2012 6 month Goals**

- Write down leadership pipeline. (Completed, linked to Partners/Friends - to be revisited in Jan 2014)
- Increase "life on life" in Elders Huddle (Elders have regular "huddles" at the start of their meetings)
- Establish four Huddles (M2E, BETA, SPLAT, CAP) (These are now functioning)
- Get the church to understand Person of Peace (was misunderstood - repeated in Feb)
- Find a Youth Pastor (Ongoing as of March 2013)

### **February 2013 6 month Goals**

- Pilot 20s/30s MWC
- Huddles - five currently, start two more.
- Equipping Leaders - run session and plan more replicating Learning Community
- Teach the Church the key concepts - Covenant and Kingdom
- Clarify "Person of Peace" in the teaching.
- Pastoral Care - publish a process.

Feedback on this will be included in 2013/14 Trustees Report.

### **Two year goals (2015) are:**

- 10 Missional Worshipping Communities
- Missional Initiatives become Missional Communities
- Mission Fruitfulness from "Person of Peace" relationships
- Effective Leadership "Huddle" and potential missional leaders in Huddles.
- Known and working process for raising up leaders.
- Clarity and ownership of language

## **Financial Review**

### **Reserves Policy**

The reserves policy of the Trustees is to maintain a level of unrestricted funds of three months salary costs of Senior Pastor and one months salary costs of other staff which totals £16,912. At the period end there are free reserves of £21,820 (Net current assets in unrestricted funds less designated funds). The designated funds relate to items of commitment in the next financial year for the charity. The reserves level is above that required.

### **Principal Funding Source**

Calvary Christian Fellowship is wholly reliant on the donations of its membership. These donations and associated gift aid show an increase of 20% on similar period of the previous year, and were sufficient to meet expenditure and exceed the required level of free reserves. The trustees and elders monitor the income from donations on a regular basis and consider any action required to match the expenditure to the income. Other income results from the activities of the charity as detailed in Note 3.1 to the accounts. These activities are part of the church's outreach and are not intended to be fund raising.

### **Financial Support of Key Objectives**

The funds are applied to paying the salaries of the employees of the charity, making grants to individuals and organisations, maintenance of the building, expenses of the small groups and streams of the church and Sunday services. These payments are detailed in the accounts. In the current year 59% of expenditure was staffing costs. This provides two full time Pastors and additional support staff and a part time Christians against Poverty (CAP) worker. The Pastors are responsible for providing the main teaching and spiritual guidance to the church. This helps to fulfil the main objective of the church to spread the gospel. 25% of expenditure went in grants. The church is committed to seeing the gospel reach beyond its locality. This is achieved by supporting other charities and individuals involved elsewhere in Great Britain and overseas.

### **Grant-making Policy**

The church plans to give away a significant proportion of its income in accordance with biblical teaching. These gifts go to other organisations working at home and abroad to further God's Kingdom. In accordance with the trust deed some smaller grants are made to mitigate financial hardship. These are normally to church members. Support is also provided to members to enable them to follow God's calling. This can include full time mission or for set periods. Details of the grants made are given in Note 3.4 to the accounts.

### **Funds Review**

The assets in the Unrestricted Fund (General Fund) of the charity are held at the trustees' discretion for the future needs of the church. Note 11 to the accounts details the designated funds included within the unrestricted fund.

The funds in the Restricted Fund are for named individuals or organisations. The total value of these funds at the period-end is £30,980.

The charity has sufficient assets to meet its current liabilities.

The building at Ward Street was revalued in November 2003 at £175,000. This revaluation figure has been included in these financial statements.

## **Trustees' responsibilities in relation to the financial statements**

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on ..... and signed on their behalf by:

Trustee

Trustee

## **Independent Examiner's Report to the Trustees on the unaudited accounts of Calvary Christian Fellowship (Preston)**

I report on the accounts of the charitable company for the year ended 31 March 2013, which are set out on pages ... to ....

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts- The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having being satisfied that the charity is not subject to audit under company 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 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 examiners' 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 386 of the Companies Act 2006;

and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) 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.

.....

Date:

John Fell  
Chartered Accountant

J A Fell & Company  
40 Hoghton Street  
SOUTHPORT  
PR9 OPQ

## Calvary Christian Fellowship (Preston)

### Statement of Financial Activities for the year ended 31st March 2013

Note	General Fund £	Restricted Funds £	Total Mar 2013 £	Total Mar 2012 £
<b>Incoming Resources:</b>				
2 Voluntary Income	162,661	51,065	213,725	177,983
Investment Income - Bank Interest	42		42	211
3 Proceeds of church activities	695		695	1,543
	<hr/>		<hr/>	<hr/>
<b>Total Incoming Resources</b>	<b>163,398</b>	<b>51,065</b>	<b>214,463</b>	<b>179,737</b>
<b>Resources Expended:</b>				
3 Charitable Activities	170,179	21,675	191,845	187,908
4 Governance	610		610	786
	<hr/>		<hr/>	<hr/>
<b>Total Resources Expended</b>	<b>170,789</b>	<b>21,675</b>	<b>192,464</b>	<b>188,694</b>
<b>Net Incoming Resources</b>	<b>(7,391)</b>	<b>29,389</b>	<b>21,999</b>	<b>(8,957)</b>
Fund Balances brought forward 01/04/2012	212,780	1,591	214,371	214,371
Fund Balances carried forward 31/03/2013	205,389	30,980	236,370	

The notes on pages 24 to 30 form part of these accounts.

## Calvary Christian Fellowship (Preston)

### Balance Sheet at 31st March 2013

Note	March 2013 £	March 2012 £
<b>Fixed Assets:</b>		
7 Tangible Fixed assets	183,540	183,834
<b>Current Assets:</b>		
8 Debtors	12,485	9,141
Cash in hand	595	705
Cash at bank	42,373	23,445
Total current assets	<u>55,453</u>	<u>33,292</u>
<b>Liabilities:</b>		
9 Amounts falling due within one year	(2,623)	(2,755)
Net Current Assets	52,830	30,537
Net Assets	<u><u>236,370</u></u>	<u><u>214,371</u></u>
<b>Funds</b>		
10 Restricted Income Funds	30,980	1,591
Unrestricted Income Fund	<u>205,389</u>	<u>212,780</u>
Total funds	<u><u>236,369</u></u>	<u><u>214,371</u></u>

For the financial period ended 31 March 2012 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company at the end of the financial year and of its net incoming resources for the financial year in accordance with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board for issue on .....

.....

Director

**Company Registration No. 07223694**

The notes on pages 24 to 30 form part of these accounts.

## Calvary Christian Fellowship (Preston)

### Notes to the accounts 31st March 2012

#### 1 Accounting Policies

- a These accounts have been drawn up under the historical cost convention, as modified by the inclusion of fixed assets at market value. They have been prepared in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published by the Charity Commissioners revised 2005, the Financial Reporting Standard for Smaller Entities (effective 2008) and applicable accounting standards.

Resources expended have been analysed by activities. Where costs are not directly attributable to a single activity they have allocated by estimation as follows;

Pastors' salaries & associated expenses: Pro rata time spent on each activity based on assessment by both pastors.

CAP Workers salary and expenses analysed by activity.

All other staff & support costs: Pro rata estimated of use of building for each activity.

- b Gifts and other income are credited on a receivable basis.  
The tax recoverable on Gift Aid appears as a debtor in these accounts.

Resources expended have been accounted for on an accruals basis.

#### c Revaluation of Assets

A valuation of the Ward Street premises, on the basis of open market value with vacant possession, was prepared by HDAK, Commercial Property Consultants, on 11 November 2003. This valuation at £175,000 is incorporated in the financial statements for the current year.

The land at Watkin Lane was revalued at 31st March 1998 by the trustees.

Blinds, carpets, alarm, Gas cooker and similar items are excluded from the Schedule of assets and are deemed to be included in the valuation of the building.

d Fund Accounting

Funds held by the charity are either:

Unrestricted General Funds - funds which can be used in accordance with the charity's objects at the discretion of the trustees.

Designated Funds - funds set aside out of the general fund for specific purposes.

Restricted Funds - funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

All running and maintenance costs in connection with the Fellowship's property are paid out of the General Fund.

e Depreciation is charged on net present value as follows:

Equipment, furniture and fittings: 25%

Land & Building: In the opinion of the Trustees depreciation is immaterial.

f Depreciation is charged in full in the year of acquisition and none in the year of disposal.

g Only tangible items exceeding £500 purchase price are treated as balance sheet assets. Assets with a net book value of less than £100 have been written off although they are still in use.

h All income and expenses are shown in full and not "netted off".

j Connected persons:

Trustees who are members of the church have contributed to the charity's income by way of gifts and gift aid.

No trustees received any reimbursement for expenses or services.

## Calvary Christian Fellowship (Preston)

### Notes to the accounts 31st March 2013

<b>2 Donations</b>	General Fund	Restricted Funds	Total 2013	Total 2012
Gifts	29,406	38,091	67,497	43,901
Gift Aid	133,255	12,974	146,228	134,082
<b>Total Donations</b>	<b>162,661</b>	<b>51,065</b>	<b>213,725</b>	<b>177,983</b>

<b>3 Charitable Activities - Explanation &amp; allocation of costs</b>		% Pastors' time
Church Events	Sunday worship meetings and associated expenses for resources, media etc.	43
Community Outreach	KidzKlub, Jolly Tots, Shop & social events for local community. Local grant making	11
Prayer and Pastoral	Prayer meetings, training & associated insurance for Pastoral care	11
Disciple and Witness	Alpha, Cells, Family time, Books, CD & DVD provision & associated training. Non local & overseas grant making.	23
Youth and Children	Sunday school, Rock Solid, Youth cell, Child protection costs.	12

#### **3.1 Charitable Activities - Income**

	Total 2013	Total 2012
Church Events		21
Community Outreach	405	893
Disciple and Witness	279	489
Youth and Children	12	141
<b>Total</b>	<b>695</b>	<b>1543</b>

**3.2 Charitable Activities - Expense**

	Total 2013				Total 2012
	Directly undertaken	Grant funding	Support costs	Total	
Church Events	46,716		7,932	54,647	53,548
Community Outreach	21,519	5,264	2,595	29,379	24,655
Prayer and Pastoral	11,725		1,730	13,455	13,384
Disciple and Witness	28,055	44,154	1,730	73,939	76,761
Youth and Children	16,107		4,326	20,433	19,561
<b>Totals</b>	<b>124,122</b>	<b>49,419</b>	<b>18,313</b>	<b>191,854</b>	<b>187,908</b>

**3.3**

	Total 2013	Total 2012
<b><u>Directly undertaken activities</u></b>		
Staff costs	112,875	109,470
Other costs	11,248	10,028
<b>Total</b>	<b>124,122</b>	<b>119,498</b>

**3.4**

	Total 2013	Total 2012
<b><u>Grant funded activities</u></b>		
Purpose: All grants are made to further the gospel		
<b>Institutional</b>		
Africa Life Church & Children's Village (5 payments)	8,460	5,490
Christians Against Poverty (17 payments)	10,529	7,954
Fountain of Life Ministries (29 payments)	9,930	15,258
Fusion Youth (12 payments)	525	500
Good Rock Foundation (12 payments)	2,520	2,525
World Horizons (24 payments)	8,634	8,500
<b>Total Institutional Grants</b>	<b>40,227</b>	<b>40,227</b>
<b>Individual</b>		
Grants to individuals (79 separate grants)	8,419	12,892
<b>Total Grants</b>	<b>48,646</b>	<b>53,119</b>

3.5

	Total 2013	Total 2012
<b><u>Activity support costs</u></b>		
Building Repair & Maintenance	5,817	3,101
Utilities	5,062	3,899
Depreciation	1,180	1,278
Stationery, Post and Admin	2,936	3,702
Insurance	2,112	2214
Subscriptions	196	276
Licence fees	1,011	821
<b>Total</b>	<b>18,313</b>	<b>15,291</b>

4

	Total 2013	Total 2012
<b><u>Governance</u></b>		
Examiner's Fees	610	786
Other		
	<b>610</b>	<b>786</b>

5 **Staff costs**

	Total 2013	Total 2012
Salaries	93,496	92,151
NIER	7,446	7,833
Pensions	7,244	366
Expenses	4,689	5,620
<b>Total staff costs</b>	<b>112,875</b>	<b>109,470</b>

Average number of employees was:

Pastoral staff 2 ( full time )  
CAP Worker 2 ( part time - Second worker from October 2012)  
Administrative /Site supervisory/Cleaning staff 3 ( part time )

All employees are engaged solely in Charitable activities

No employee earned £60,000 p.a. or more.

6.1 **Defined contributions pension scheme**

All employees are entitled to a contribution of 5% of gross salary into a Stakeholder Pension Scheme of their own choice. Two members of staff have chosen to take an extra 5% salary in lieu.

	Total 2013	Total 2012
The costs of the scheme to the charity for the year	7,244	3,866
The amount of contributions outstanding at the year end	-	

Calvary Christian Fellowship (Preston)  
Trustees' Annual Report and Accounts 1 April 2012 to 31 March 2013

<b>7 Fixed Asset Schedules</b>	Freehold land and buildings	Plant & Equipment	Totals
<u>Cost or valuation:</u>			
At 1 April 2012	180,000	23,537	203,537
Add Acquisitions		1,000	1,000
Less Disposals		3,198	3,198
<b>At 31 March 2013</b>	<b>180,000</b>	<b>21,339</b>	<b>201,339</b>
<u>Accumulated Depreciation</u>			
At 1 April 2012		19,703	19,703
Charge for year		1,180	1,180
Less Disposals		3,083	
<b>At 31 March 2013</b>		<b>17,800</b>	<b>17,800</b>
<u>Net book values</u>			
At 1 April 2012	180,000	3,834	183,834
At 31 March 2013	180,000	3,539	183,539

<b>8</b>	Total 2013	Total 2012
<u>Debtors</u>		
Income tax recoverable	7,311	6,695
Prepayments	5,174	2,446
<b>Total Debtors</b>	<b>12,485</b>	<b>9,141</b>
<u>9 Liabilities: amounts falling due within one year</u>		
	Total 2013	Total 2012
Accruals	2,623	2,755
<b>Total</b>	<b>2,623</b>	<b>2,755</b>

Calvary Christian Fellowship (Preston)  
Trustees' Annual Report and Accounts 1 April 2012 to 31 March 2013

10 <u>Restricted funds</u>	Balance	Movement in Resources		Balance
	31st March 2012	Incoming	Outgoing	31st March 2013
CAP Donations	-	1,158	1,158	-
CAP Blessings Account	282	450	732	-
CAP Client aid	-	2,170	2,170	-
CAP Debt Advisor (CAP Grant F)	-	300	201	99
CAP Debt Advisor (CAP Grant SRP)				
South Ribble Partnership Community Bids Fund	-	4,840	1,937	2,903
CAP DAS (Debt Advisor Salary)	-	16,250	1,246	15,004
Child Sponsorship/Children's Village	520	1,094	1,614	-
Drum Kit purchase (Due April 2103)	-	1,000	1,000	-
Food Hygiene Course	-	50	-	50
Fountain of Life Ministries	68	7,800	7,830	38
Individual Gifts	29	3,008	2,944	93
Joshua Magezi	(10)	853	843	-
Living on the Edge	702	93	-	794
Youth Worker	-	12,000	-	12,000
<b>Total Restricted Funds</b>	<b>1,591</b>	<b>51,065</b>	<b>21,675</b>	<b>30,980</b>

**Purpose of Restricted Funds**

Restricted Funds represent donations given specifically for a particular organisation, or for a particular purpose.

11 <u>Designated Funds</u>	Balance	Movement in resources		Balance
	31st March 2012	Incoming	Outgoing	31st March 2013
Coates TEFL	30	-	-	30
<b>Total Designated Funds</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>30</b>

These funds are included in the general fund, but have been set aside for particular purposes.

12 <u>Analysis of Net Assets between Funds</u>	Tangible Fixed Assets	Net Current Assets	Total
Unrestricted Funds	183,540	21,850	205,390
Restricted Funds:	0	30,980	30,980
<b>Total</b>	<b>183,540</b>	<b>52,830</b>	<b>236,370</b>