

CHRISTIAN EDUCATION PROJECT

England & Wales · Charity number 1012480

Details

Other names THE REDBRIDGE SCHOOLS CHRISTIAN WORKER

Status Registered

Legal form Charitable company

Company number [02534646](#)

Registered 1992-07-01

Register [View on the Charity Commission register](#)

Contact

Address 32 George Lane
London
E18 1LW

Phone 02085513070

Email office@christianeducationproject.org.uk

Website www.christianeducationproject.org.uk

Activities

Objects: FOR THE ADVANCEMENT OF THE CHRISTIAN RELIGION BY PROVIDING OR ASSISTING IN THE PROVISION OF A CHRISTIAN SCHOOLS WORKER IN THE BOROUGH OF REDBRIDGE AND OTHER SUCH CHRISTIAN SCHOOLS WORKERS ELSEWHERE AND BY OTHERWISE PROCLAIMING THE CHRISTIAN GOSPEL IN SUCH WAYS AS THE COMMITTEE MAY FROM TIME TO TIME DETERMINE.

Activities: The charity exists to serve schools in and around the London Borough of Redbridge. The Project is primarily involved in the taking of assemblies and religious education lessons within primary and secondary schools and working alongside teachers in extra curricular activities. It seeks to become involved in all facets of school life and the well being of both pupils and teachers alike.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** LONDON BOROUGH OF REDBRIDGE
- Redbridge

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£92,807	£90,474	-	-
2023-09-30	£103,871	£92,021	-	-
2022-09-30	£61,782	£79,502	-	-
2021-09-30	£77,565	£81,025	-	-
2020-09-30	£74,549	£87,796	-	-

Trustees

Name	Role	Appointed
Keith Gardner		2019-03-05
Kike Fadeyi		2025-03-18
Maralene Yvette Hurley		2020-11-11
Mark May		2025-01-30
Martyn Kenneth Payne		2022-03-09
Susan Read		2020-01-22

Accounts



SERVING SCHOOLS
INSPIRING MINDS
EXPLORING FAITH

CHRISTIAN EDUCATION PROJECT

A Company Limited by Guarantee

02534646 (England and Wales)

Registered charity 1012480

TRUSTEES' ANNUAL REPORT

AND FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2024

CHRISTIAN EDUCATION PROJECT

Year ended 30 September 2024

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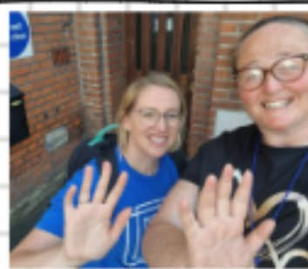
SELECTED

2023/24

OCT This year we used our Harvest assembly to think about the word Harvest. We made different words from it (like Have, Eat, Share and Serve) and used these to think about the meaning of Harvest	NOV We held our annual week long prayer space at Glade This year the theme was "Better together" and we thought about community cohesion and good relationships. Over 400 children visited the space over the week.	DEC We had a busy Christmas including telling the nativity story to over 900 children using our knitted dolls., making 2700 Christingles and delivering our assemblies to an estimated 8500 children
JAN We taught weekly lessons in Mayespark, South Park and Gilbert Colvin this half term - it's a joy to do this as we get to form relationships with the pupils and go into depth with the topics we teach	FEB We did some one off assemblies in February including one at Forest School about peace and justice. We also visited lots of churches on Sundays to highlight our work	MAR We were thrilled to be named amongst the winners of the Redbridge Mayor's Community Awards, having been nominated by local teachers for our services to the schools and pupils of the Borough.
APR We undertook some GCSE revision workshops at Davenant and started a weekly wellbeing club at Fairlop where we undertook gardening tasks whilst discussing important issues	MAY We started our transition season as soon as SATS finished. This year we had a new version of our booklet, now renamed as 'The Next Chapter' 5000 were printed of which we gave out nearly 2500	JUN Whilst continuing our transition offer, we also did some more one off sessions including Diversity Week at Aldersbrook Primary where we talked about Christian responses to disability discrimination
JUL We ended the year having worked with 60 schools - a new record! We also bid a fond farewell to Heather after over 5 years with us	AUG The summer was spent resting, recuperating and planning for an exciting academic year ahead	SEP Our prayer space at Woodbridge High School was visited by William Nye, one of the most senior people in the Church of England. He was very impressed by it and especially the pupils' response

HIGHLIGHTS

2023-2024 - Some Photographic Highlights



CHRISTIAN EDUCATION PROJECT

Year ended 30 September 2024

CHARITABLE COMPANY INFORMATION

Trustees

Mrs Su Read (Chair)

Mr K Gardner (Treasurer)

Mrs V Hayden (resigned
14th February 2025)

Ms Y Hurley

Mr M May (appointed 30th
January 2025)

Mr M Payne

Revd. C Halme (resigned
17th April 2024)

Mr M Williamson (Resigned
17th April 2024)

Company Secretary

Mr K Gardner

Registered Company Number 02534646 (England & Wales)

Registered Charity Number 1012480

Principal Address & Registered Office 32 George Lane
South Woodford
London E18 1LW

Independent Examiner Ms Sylvia Lambden
Calculus Accountants and Tax Advisers Ltd
5 Priory Road
Loughton,
Essex, IG10 1AF

Bankers Barclays Bank PLC
Barclays Business Centre
50 Pall Mall
London SW1 1QS

The Trustees of the Christian Education Project (the Project) present their annual report, together with the financial statements, which have been independently examined for the year ended 30 September 2024.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019.

Legal framework

The Project is a charitable company limited by guarantee as defined by the Companies Act 2006.

The Trustees who are also directors of the charity have prepared the report to meet the requirements for a directors' report and accounts for Companies Act purposes. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006 and the company's Memorandum and Articles of Association approved by the membership on 11 October 2015.

Strategic aims and objectives

In accordance with the Memorandum and Articles of Association, the objects are as set out in the Mission Statement (Serving Schools – Inspiring Minds – Exploring Faith). The Project was established in 1991 to serve the schools in Redbridge by sharing the Christian faith in the delivery of age-appropriate lessons and assemblies that enable the schools to comply with the Christian aspects of the RE Syllabus.

The Project works by invitation only and during the year under review, worked directly with 56 schools across the Borough and surrounding area; from Nursery to Sixth Form. This is an increase from 52 in the previous year, a sign that we are bouncing back from the challenges presented by Covid and are as needed if not more now than ever. In addition to the 56 schools we worked with directly, we were pleased to provide resources to 4 more schools and to share our Easter assembly with a number of churches and schools work projects around the country where it was used to reach thousands of additional children.

The Project workers network regularly with other Christian Schools Workers and are supported by a prayer group which restarted in autumn 2022, led by two of the Trustees. This meets termly both online and in person to pray for the work of the Project and the team. We are also pleased to attend meetings of the Wanstead and Woodford Evangelical Fellowship and New Wine leadership events at a local member church.

The Project actively seeks to partner with local churches, their leaders and youth workers in its engagement with their local schools. In undertaking these aims and objectives, and in the results achieved as highlighted below, the Trustees consider that the Project fully meets the public benefit requirements as outlined by the Charity Commission.

Achievements and performance in the year

This year was the second since the pandemic which had a semblance of normality and things returning to familiar patterns. All of our engagements were carried out in person and assemblies were generally back to their normal capacity which meant we served the same number of pupils in fewer assemblies. We felt that this year was another success despite challenges arising in line with what may be expected.

CHRISTIAN EDUCATION PROJECT
TRUSTEES ANNUAL REPORT (including Directors' Report)
Year ended 30 September 2024

A review of the highlights by term is set out below:

- The Autumn term was busy as usual. This year our Harvest assemblies focussed on the message of Harvest by making words from the letters in the word HARVEST these included EAT, HAVE, STARVE, SHARE.
- Our Christmas assemblies this year looked at the emotions of Love, Courage and Joy. We invited the children to identify these in the Christmas story and were really impressed with their insightful answers.
- In the Spring term we had the privilege of being invited into three schools to undertake weekly lessons. These are always a great chance to get to know the pupils better and contextualise learning with prior lessons.
- In March we were delighted to be named amongst the winners of the Redbridge Mayor's community award. This annual event recognizes the work of organisations, groups and individuals who make a difference to the life of the Borough. We were nominated by a number of local teachers and it was humbling to be appreciated in this way.
- At Easter we did a number of stained glass window workshops as well as a successful assembly which told the story of Easter through the letters contained in the word. Jesus **E**ntered Jerusalem, he **A**te his last supper, he **S**acrificed himself, He was put into a **T**omb but the tomb was **E**mpy on the third day because He had **R**isen
- During the summer term we gave out about 2500 copies of our updated transition booklet, now called "The Next Chapter" we also undertook team building workshops in a number of these schools.
- An overall highlight of the year was the number of schools that we engaged with – a new record of 60 schools was set. This included a number of schools that we had not managed to engage with for several years, something that we were particularly pleased with.

Staff Changes

At the end of the last academic year, we expressed our thanks to Heather Webb who left at the end of the summer term to pursue other interests after nearly 6 years with us. During the year we were pleased to be joined by Jenny Mumford, an experienced local teacher on an ad hoc basis.

Future plans

In last year's report the Trustees set out our aim to continue to consolidate the work of the Project across the Borough's schools, whilst consciously looking to engage with a number of schools that the Project had not been in recent contact with. In addition we seek to continue to engage with the Borough's secondary schools' Religious Education GCSE programme. As noted in the Achievements section above, we have a very successful and expanding Christingle workshop which we deliver before Christmas. We aim to meet as much of the increasing demand for this as possible.

The team are continuing to use our Transition booklet, which has now undergone a refresh and is called "The Next Chapter". This year we distributed around 2300 copies to Year 6 pupils across the Borough's schools. We are grateful to the South Park literature trust who gave us a grant to support the work.

As noted in the Achievements section, schools greatly value the work of the Project. Given our ability to be highly flexible and a free resource to schools, which are also facing

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Year ended 30 September 2024

continuing severe financial difficulties, demand for our services is still very high and there seems little indication that it will not continue to outstrip our ability to support them.

As a consequence, as noted in the Structure, framework and management section, the Trustees are continuing to keep the Project Workers staffing above the 2.0 FTE level. We are pleased that we have been able to obtain the services of Jenny Mumford, a qualified teacher, from November 2023. She has provided flexible support around one day per week in term time. At an away day in early 2025, the Trustees together with the Project Team intend to review the work and staffing levels of the Project in order to ensure that we can meet our financial commitments.

During this year the Project has partnered with the Diocese of Chelmsford in a scheme promoting Prayer Spaces in schools in our area called "Prayerfully Learning Together". As part of the partnership, Helen Mullis Kunda has been seconded for an average of 7 hours a week in term time to the Diocese, who are reimbursing the relevant costs.

The Project will continue to put additional resources into our digital presence, including making more use of our Facebook page <https://m.facebook.com/TheChristianEducationProject>. This is both in terms of updating and expanding our new website (www.christianeducationproject.org.uk) which went live in October 2022, as well as developing our ability to provide short videos on relevant topics including working with local churches on virtual tours of their buildings.

Financial review

Financial results for the year

We continue to be thankful to our faithful supporters, both churches and individuals, who have continued to pray for and donate to the Project during an increasingly challenging and uncertain economic environment.

The income for the year amounted to £92,808 (2023: £103,871) and expenditure, including management expenses amounted to £90,474 (2023: £92,021) resulting in an operational surplus of £2,334 (2023: £11,850).

Details of the grants received for both general and restricted purposes are given in Note 2b) of the Financial Statements.

The Trustees are aware that the General Fund has received just over £17,500 in grants, including legacies that will not reoccur. The giving by Individuals and churches is now roughly equal, but their combined giving is still less than overall cost of the staff. The Trustees believe that good communications with our supporters will enable us to close this operational.

As shown in Note 7 the staffing levels have remained broadly at the same level as the previous year. The Statement of Financial Activities (SOFA) shows a surplus on unrestricted operations of £2,334 (2023 £11,850) before transfer.

Details of transfers between funds are set out in Note 12. Therefore, the final result for the General Fund was a reserves balance of £33,413 (2023: £ 31,079).

The Trustees appreciate that the ability to maintain a Schools Work team at its current level is dependent on being able to cover our operational costs with a stable income of donations from either Churches or Individuals. As noted above despite the increases seen this year, we are not yet in that position. The team have carried out more church visits during this year which has enabled us to emphasise the work of the Project and the potential impact it has at a time when many churches are having to reduce their outreach to local schools. The Project is forecasting a deficit over the next two years which will

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require the Trustees to utilise the Designated Fund to support the General Fund at the desired level.

In order to close the funding gap, it was decided to relaunch plans for a "Schools Work Month" in September 2024. This was designed to replace the annual Gift Day. The Trustees anticipate that this will become a regular annual feature.

As set out in Note 12 the Trustees only have the Third Worker fund available to meet any deficits on the General operational budget for future years.

The Project re-located to Woodford Baptist Church (WBC) in January 2023, together with a change to our Registered Office. WBC has provided the Project with rent free office accommodation; WBC regards this as part of their ongoing support of the Project. Prior to January 2023 the Project was based at Clayhall Baptist Church (CBC) until its closure at 31 December 2022. During this year the leadership of the church provided a closing legacy of £11,400 for which we are very grateful.

Reserves policy

The reserves policy has in the past been set on the basis of three months of the forecast expenses for the following year. Following the Trustees' detailed review of the level and calculation of the Project's reserves as at 30 September 2023, it has been agreed that a target reserve of £25,000 is the most appropriate level.

All the reserves are held in cash either at the Project's bank or in a related money market investment account to which the Trustees have almost instant access.

As well as seeking to maintain a General Fund the Trustees have in the past designated unrestricted funds for future opportunities and the expansion of the Project.

The year-end balance on the General Fund is 134% of the target level following the Trustees review.

The Trustees monitor the balances of all the funds it holds and sets out in Note 12 to the accounts the anticipated usage of the year end balances.

Designated Funds

The Third Worker Fund represents designated funds for the employment of a third schools worker. As noted above the core donations are not covering the direct employment costs of the team and as the current balance represents approximately 2 years' employment costs of an additional team member the Trustees do not anticipate activating an increase in the schools' work team. In the past the fund has been used to support any shortfall in the General Fund.

Restricted Funds

Any funds that are restricted by the donor at the time of the gift are held in Restricted Funds and only utilised for the specific purpose. There were no changes in any of the restricted funds during this financial year.

As noted above the Trustees appreciate the need to maintain sound financial management while ensuring the Project achieves its objectives.

Principal funding sources

Funding is provided by churches of all denominations across the Borough with whom contact is maintained through the appointment of "key people" and by taking up opportunities to talk to church groups and congregations. Financial assistance is also

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given by means of personal donations, fund-raising activities and grants. The Project does not raise funds from the public and continues to offer its services free to schools.

As mentioned in previous years, the Project needs to expand its supporter base among both churches and individuals in the Borough and has launched a scheme called "Friends of CEP" to encourage regular committed giving from individuals. The Trustees and the Project Leader are seeking to expand the use of the scheme. As noted above the Trustees and Schools work team are looking at ways in which the visits to churches can be expanded during the next year.

The Project has a text giving service so that supporters can donate £3 by texting CEP to 70085 and are looking at ways to publicise this further among churches. In addition, the Trustees have a cashless terminal to aid one-off giving by individuals during church visits. The Trustees will also continue to approach suitable Foundations and Grant making bodies for support and grants for parts of our activities.

The Trustees hope that these new ways will be a means of expanding support and eliminating the current funding gap.

Financial outlook

As noted above the Project has reported a surplus of £2,334 (2023 £11,850) on the General fund after transfers. As a result, the General Fund shows a balance of £33,413 (2023: £31,079). As noted under the reserves policy this means that the General fund is now at 134% (2022:124%) of the Trustees preferred reserves balance.

As noted above the core income from supporters does not cover the direct employment costs of the team. Trustees appreciate that the additional income received this year in grants and legacies for the General Fund has given the Project more time to achieve its aim of covering operational costs from its core supporters.

It is the Trustees' prayer, belief and intention to re-balance the financial stability of the Project over the next two to three years so that we can maintain our services for local schools. However, this will require an increase in regular giving from our current supporters and a widening of the base so that we can confidently move forward.

The Trustees consider that the charity is a going concern having reviewed the budget and associated cash flow for the following two financial years. The Trustees will continue to ensure that the Project is based on sound financial principles.

Previously, the Trustees raised the possibility of converting to a Charitable Incorporated Organisation (CIO). However, further research and exploration suggested that this is not a viable option at this time.

Structure framework and management

Helen Mullis Kunda, the Project Leader, has now been with the Project for over six years, having been appointed in September 2018. During the year, the team also included two part-time members of staff who work between 2 and 3 days per week. The team are also supported by a part-time administrator, Joanne Waterfield. This enables the other members of the team to concentrate their efforts in the schools.

The majority of the work within schools is performed by the Project Workers; however as noted above, the Project seeks to work with local churches and youth workers where appropriate. There is also the possibility of making more use of volunteers and the Trustees are continuing to look at ways in which trained volunteers could be used to assist with the delivery of the Project's work among the Borough's schools. To date this has not been material to the delivery of the work.

The Trustees of the Project are also directors of the limited company and details of the Trustees serving during the year are shown in Charitable Company Information details on page 4.

Recruitment and appointment of new Trustees

The current Trustees have the power under the Memorandum and Articles of Association to recruit and appoint additional Trustees. New Trustees serve until the AGM when they retire and being eligible offer themselves for re-election.

The Trustees are keen to expand the skills base of the Trustees and are continuing their search for additional members to assist with the development and mission of the Project. To assist the recruitment, prospective Trustees are asked to complete a "skills audit" questionnaire along with a summary of their personal faith and career. All candidates have to complete a Disclosure and Barring Services (DBS) check before their appointment is confirmed. The Trustees are particularly keen to recruit a new Trustee to act as Treasurer after Martin Williamson retired at the AGM in April 2024.

No additional Trustees have been appointed during the year under review or to the date of this report. All new Trustees go through an induction process to familiarise themselves with the organisation, their duties and legal responsibilities.

The Treasurer reports on applicable Charity Commission and other pronouncements at the regular Trustee meetings.

Chair of Trustees

During most of the year Mr Keith Gardner continued to act as Chair of Trustees before being replaced by Mrs Susan Read at the September meeting of Trustees.

Retirement of Trustees

Martin Williamson and the Revd Claude Halm retired at the April 2024 AGM. Mr M Payne was re-elected. Mrs S Read and Ms Y Hurley retire by rotation and are eligible for re-election at the AGM.

Decision making structure

The Trustees usually meet bi-monthly to receive the Project Leader's report on the activities undertaken and to review the financial position of the charity and its progress compared with the yearly plan. During year the Trustees have been meeting in person. Following the year end the Trustees and staff have held an away day to review means for expanding the supporter base of the charity and the financial outlook for the Project. This resulted in various actions reported elsewhere in this report.

The Trustees have developed a series of policies covering all material aspects of the Projects activities. These are reviewed by the Trustees on an agreed rotational basis, so all policies are updated on a regular basis.

The Trustees have set a pay policy for the staff and use this as part of the annual salary review together with agreed relevant key indicators.

Governance Code

The Trustees take the obligations and principles of the UK Governance Code (code), seriously and seek to ensure that they manage the Project in line with its seven principles and thereby ensure that the Project is well managed and effective. The Trustees are confident that they have a full understanding of their legal responsibilities and are aware of the code and its implications for the ongoing processes and procedures used in the management and governance of the Project. The Trustees are not aware of any material shortcomings against the code.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed; annually the Trustees' review identifies risks relating to the Project. The Trustees reviewed the current policies the risks to which the charity is exposed and the control procedures. As a result the Trustees believe that appropriate controls are in place, after recognition of the Project's size, staffing and complexity, and thereby provide reasonable assurance against fraud and error.

Membership of the company

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of a winding up. At present there are 26 (2023 – 29) members of the company. The current members are either the Trustees or supporting churches with a named representative. Membership is open to other individuals or organisations that apply and are approved by the Trustees acting as directors of the company.

Independent Examiner

Ms Sylvia Lambden of Calculus Accountants was appointed as the charity's Independent Examiner on 11 July 2017 and remains in post. The Trustees consider that the Independent Examiner is providing the Project with a good service and have agreed that they will not review the appointment until after 2025. They have also agreed that it will be good practice to hold a fuller review after that date and before 2027.

Trustee responsibilities

The 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 state of affairs of the charity and of the incoming resources and application of resources during the year then ended.

In preparing those financial statements, the Trustees should follow best practice and are required to:

- select suitable accounting policies and then apply them consistently;
- observe methods and principles in the Charities SORP;
- 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 assume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable

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them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 2011. The Trustees are also responsible for safeguarding the charity's assets and hence for taking reasonable steps towards the prevention and detection of fraud and other irregularities.

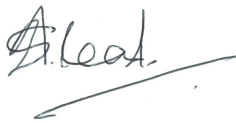
The Trustees are responsible for the maintenance and integrity of the corporate and financial information included in Christian Education Project website. Legislation in England and Wales governing the preparation and dissemination of financial statements and other information included in Annual Reports may differ from legislation in other jurisdictions.

Compliance with laws and regulations

The Trustees have established policies and procedures designed to ensure that it complies with all material laws and regulations in relation to the charitable company's operations and activities. The Trustees are not aware of any significant non-compliance with laws and regulations relevant to the charity or its operations.

The report of the directors has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

This report was approved by the Trustees on 18th March 2025 and signed on its behalf by:

A handwritten signature in dark ink, appearing to read 'S. Read', with a long horizontal line extending from the end of the signature.

Mrs S Read
Chair

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2024 which are set out on pages 14 to 24.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

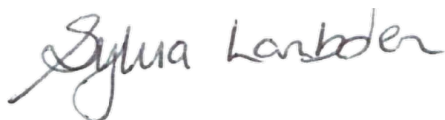
Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

The Examiner's relevant professional qualification or body is Association of Chartered Certified Accountants.



Sylvia Lambden FCCA
Calculus Accountants and Tax Advisers Limited
5 Priory Road
Loughton
Essex
IG10 1AF

The date upon which my opinion is expressed is: - 18 March 2025

Christian Education Project
Statement of Financial Activities
(Including Income and Expenditure Account)
For the year ended 30 September 2024

		Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
	Notes				
Income from					
Donations and legacies	2(a)	68,956	1,327	70,282	78,313
Grants	2(b)	-	6,166	6,166	15,761
Fundraising	2(c)	7,347		7,347	1,237
Investment income	2(d)	3,987		3,987	3,110
Other	2(e)	5,025		5,025	5,450
Total income		<u>85,315</u>	<u>7,493</u>	<u>92,808</u>	<u>103,871</u>
Expenditure on					
Charitable activity					
Schools work	3	82,981	7,493	90,474	92,021
Raising Funds					
Total expenditure		<u>82,981</u>	<u>7,493</u>	<u>90,474</u>	<u>92,021</u>
Net income/(expenditure)	4	2,334	-	2,334	11,850
Transfer between funds	12	-	-	-	-
Net movement in funds for the year		<u>2,334</u>	<u>-</u>	<u>2,334</u>	<u>11,850</u>
Reconciliation of funds:					
Total funds brought forward		82,556	843	83,399	71,549
Total funds carried forward		<u>84,890</u>	<u>843</u>	<u>85,733</u>	<u>83,399</u>

All income and expenditure derive from continuing activities

The accompanying notes on pages 17 to 24 are an integral part of these financial statements

Christian Education Project
Balance Sheet
Company number: 02534646
As at 30 September 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible fixed assets	8	-	-
Current assets			
Debtors: amounts falling due within one year	9	4,471	4,093
Cash at bank and in hand	10	85,321	82,449
		<u>89,792</u>	<u>86,542</u>
Creditors: amounts falling due within one year	11	(4,059)	(3,143)
Net current assets		<u>85,733</u>	<u>83,399</u>
Net assets		<u>85,733</u>	<u>83,399</u>
Represented by:			
Unrestricted revenue fund- general	12a	33,413	31,079
Unrestricted revenue fund- designated	12b	51,477	51,477
Total unrestricted funds		<u>84,890</u>	<u>82,556</u>
Restricted funds	12c	843	843
Total funds		<u>85,733</u>	<u>83,399</u>

The accompanying notes on pages 17 to 24 are an integral part of these financial statements

Christian Education Project
Balance Sheet
Company number: 02534646
As at 30 September 2024

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ('the Act') and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2024 and of its net resources expended for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies' subject to the small companies regime

The Trustees acknowledge their responsibility for ensuring the charity keeps proper accounting records in accordance with the requirements of the Charities Act 2011 as more fully set out in the statement of Trustees' responsibilities in the Trustees' Report

The financial statements on pages 14 to 24 were approved by the Board of Trustees on 18 March 2025 and were signed on their behalf by:

A handwritten signature in black ink that reads "Keith Gardner". The signature is written in a cursive style and is underlined with a single horizontal stroke.

K Gardner
Trustee

Christian Education Project
Notes to the Financial Statements
For the year ended 30 September 2024

1 ACCOUNTING POLICIES

Christian Education Project is a private charitable company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 4 of these financial statements. The nature of the charity's operations and principal activities are set out in the Trustees Annual Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2019.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound sterling.

Following the transition to FRS 102 for the first time in 2017 all the accounting policies have been reviewed and aligned with the new accounting standard. These policies have been applied consistently to all years presented unless otherwise stated.

The principle accounting policies and estimation techniques are as follows:

a) Income

All income is included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to them as income, ultimate receipt is probable and the amount to be recognised can be quantified with reasonable accuracy.

- i) Donations received are included in full when receivable
- ii) Grants are recognised in the financial statements in the year in which they are receivable
- iii) Fundraising represents amounts received in respect of the Gift Day and fundraising events for supporters and friends.
- iv) Legacy income is recognised when the amounts can be quantified with reasonable accuracy and there is a probable likelihood of receipt

b) Expenditure

Expenditure is included on the accruals basis and is inclusive of Value Added Tax. It has been classified in the SOFA under charitable activities.

- i) All costs are allocated to the charitable activity represented by Schools work to reflect the resources utilised.

c) Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Fixtures and fittings	- 15% on cost
Computer equipment	- 33% on cost

Christian Education Project
Notes to the Financial Statements
For the year ended 30 September 2024

1 ACCOUNTING POLICIES (continued)

d) Cash and cash equivalents

Cash represents cash in hand plus bank balances immediately available to the charity. Cash equivalents are bank balances held on short term deposit available to the charity at up to 3 months' notice.

e) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure

f) Taxation

The charity is exempt from corporation tax on its charitable activities

g) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal

h) Pension costs

Contributions to the charity's pension scheme, which is a defined contribution scheme, are charged to the SOFA in the period to which they relate.

i) Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern

i) Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires the Trustees to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the Statement of Financial Position date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements.

Other key sources of estimation and assumptions:

i) **Tangible fixed assets**. Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation, product life cycles and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

ii) **Allocation of administration costs** A proportion of expenditure is either not directly attributable to the charitable activity of schools work or relates to the central administration of the charity. The Trustees consider that all support costs should be allocated to the charitable activity.

Christian Education Project
Notes to the Financial Statements
For the year ended 30 September 2024

	2024 Total Funds	2023 Total Funds
2 Income from		
a) Donations and legacies		
Donations	58,882	73,062
Legacy income	11,400	5,251
	<u>70,282</u>	<u>78,313</u>

Included in donations are amounts totalling £1,327 (2023- £750) which are Restricted Funds as the donors have described what these funds are to be expended on:

	2024 £	2023 £
Transition workshops programme	<u>1,327</u>	<u>-</u>

Included in donations are the following aggregated amounts given by the Trustees and connected individuals.

Amounts given by Churches connected to the Trustees have been excluded (Note 15)

Total donations	<u>7,605</u>	<u>8,163</u>
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b) Grants		
Unrestricted		
Barkingside Christian Centre Project	-	8,000
Alexis Trust	-	480
	<u>-</u>	<u>8,480</u>
Restricted Funds		
Chelmsford Diocese	6,082	-
London over the Border - Mentoring	-	3,120
London over the Border - Schools Transition	-	2,500
Westhill Endowment Trust	84	1,161
Tesco Community Grants	-	500
	<u>6,166</u>	<u>7,281</u>
	<u>6,166</u>	<u>15,761</u>
c) Fundraising		
Fundraising events	1,713	973
Gift day Collections	5,634	264
Fundraising in support of Charitable activities	<u>7,347</u>	<u>1,237</u>

All fundraising events were for Unrestricted Funds and related to a Quiz night which took place in October 2023 and September 2024

The charity does not use a professional fundraiser or collect from the General Public.

d) Investment Income	2024 £	2023 £
Deposit account interest	<u>3,987</u>	<u>3,110</u>

All deposit account interest is allocated to the Unrestricted Funds

e) Other	2024 £	2023 £
Sundry income	<u>5,025</u>	<u>5,450</u>

All sundry income is allocated to Unrestricted Funds

Christian Education Project
Notes to the Financial Statements
For the year ended 30 September 2024

3 Expenditure on

Charitable activity - schools work	2024 £	2023 £
Staff costs (note 7)	80,566	82,311
Staff expenses	1,750	1,421
Fundraising expenses	138	110
Charitable activities resources	3,611	2,986
Direct costs	86,065	86,828
Allocated support costs (note 5)	4,409	5,193
	<u>90,474</u>	<u>92,021</u>

Included in the Direct costs shown above are the following amounts charged to Restricted funds in 2024, (2023 £nil).

Mentoring

Staff costs	-	2,631
Staff expenses	-	70
Charitable activities resources	-	72
	<u>-</u>	<u>2,773</u>

Prayer spaces

Staff costs	5,495	-
Charitable activities resources	671	1,063

Transition workshops

School Resources	1,327	
Staff costs	-	1,412

Total direct costs charged to Restricted funds	<u>7,493</u>	<u>5,248</u>
--	--------------	--------------

An analysis of the Support costs between Unrestricted and Restricted Funds is shown in note 5

4 Net Income/(expenditure)

Net resources are stated after charging/(crediting)

Independent examiner's fees - Examination fee	595	590
Depreciation-owned assets	-	33

5 Support costs allocation

The following support costs have been allocated to the charitable activity of schools work.

Insurance	892	811
Telephone & communications	24	975
Printing,postage & stationery	892	912
Repairs & maintenance	175	99
Sundries	433	564
Computer equipment	661	1,063
Bank charges	137	179
Governance costs: Independent examination	595	590
Accountancy	600	-
	<u>4,409</u>	<u>5,193</u>

All the above support costs relate to the Unrestricted Funds apart from the following amounts which are charged to the following Restricted Funds:

Mentoring

Printing,postage & stationery	-	4
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Prayer Spaces

Printing,postage & stationery	76	98
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Transition workshops

Printing,postage & stationery	-	-
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Website development

Website development	-	-
	<u>76</u>	<u>102</u>

Christian Education Project
Notes to the Financial Statements
For the year ended 30 September 2024

6 Trustee Remuneration Benefits and Expenses

There were no trustees' remuneration or other benefits for the year ended 30 September 2024 nor for the year ended 30 September 2023

Under the terms of the company's Memorandum and Articles of Association the directors cannot draw remuneration for their services

The Trustees take responsibility for planning, and controlling the activities of the entity, which is performed on a day to day basis by the Project Leader and staff. Therefore the Trustees are key management personnel.

Trustees' expenses

There were no trustees' expenses paid for year ended 30 September 2024 nor for year ended 30 September 2023

7 Staff Costs

	2024	2023
	£	£
Wages and salaries	74,329	75,944
Social security costs	4,877	4,966
Other pension costs	1,360	1,401
	<u>80,566</u>	<u>82,311</u>

The staff costs allocated to the restricted funds are shown along with other allocated direct costs in Note 3 above

No employee received emoluments in excess of £60,000

Pension costs all relate to defined contribution schemes whose assets are held outside the charitable company.

7 The average monthly number of employees during the year was as follows:

	2024	2023
	Number	Number
Charitable activity	<u>4.8</u>	<u>4.8</u>
Full time equivalent - charitable activity	<u>2.6</u>	<u>2.5</u>

8 Tangible Fixed Assets

	Fixtures & Fittings	Computer Equipment	Total
	£	£	£
COST			
At 1 October 2023	8,101	4,614	12,715
Additions in year	-	-	-
At 30 September 2024	<u>8,101</u>	<u>4,614</u>	<u>12,715</u>
DEPRECIATION			
At 1 October 2023	(8,101)	(4,614)	(12,715)
Charge for the year year	-	-	-
At 30 September 2024	<u>(8,101)</u>	<u>(4,614)</u>	<u>(12,715)</u>
NET BOOK VALUE			
At 30 September 2024	<u>-</u>	<u>-</u>	<u>-</u>
At 30 September 2023	<u>-</u>	<u>-</u>	<u>-</u>

Christian Education Project
Notes to the Financial Statements
For the year ended 30 September 2024

9 Debtors: Amounts falling due within one year

	2024 £	2023 £
Other debtors	<u>4,471</u>	<u>4,093</u>

Included in other debtors is accrued income of £1,361 (2023: £1,161) in respect of the restricted fund for prayer spaces.

10 Cash at bank and in hand

CCLA deposit account	70,346	75,333
Barclays plc current and deposit accounts	<u>14,975</u>	<u>7,116</u>
	<u>85,321</u>	<u>82,449</u>

11 Creditors: Amounts falling due within one year

	2024 £	2023 £
Taxation and social security	608	921
Accruals	<u>3,451</u>	<u>2,222</u>
	<u>4,059</u>	<u>3,143</u>

12 Movement in Funds

	At 1 October 2023 £	Net movement in funds £	At 30 September 2024 £
Unrestricted funds			
a) General fund	31,079	2,334	33,413
b) Designated fund			
Third worker	<u>51,477</u>	<u>-</u>	<u>51,477</u>
	<u>82,556</u>	<u>2,334</u>	<u>84,890</u>
c) Restricted funds			
Mentoring	843	-	843
Prayer spaces	-	-	-
Transition workshops	-	-	-
	<u>843</u>	<u>-</u>	<u>843</u>
TOTAL FUNDS	<u>83,399</u>	<u>2,334</u>	<u>85,733</u>

Net movement in funds included in the above are as follows:

	Income £	Expenses £	Transfers £	Movement in funds £
Unrestricted funds				
a) General fund	85,315	(82,981)	-	2,334
b) Designated fund				
Third worker	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>85,315</u>	<u>(82,981)</u>	<u>-</u>	<u>2,334</u>
c) Restricted funds				
Mentoring	-	-	-	-
Prayer spaces	6,166	(6,166)	-	-
Transition workshops	1,327	(1,327)	-	-
	<u>7,493</u>	<u>(7,493)</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>92,808</u>	<u>(90,474)</u>	<u>-</u>	<u>2,334</u>

12 Movement in Funds (continued)

Unrestricted funds

General fund

The General fund represents the unrestricted funds that the Trustees can spend on the charity's aims and objectives. The Trustees consider that a balance of three months expenses represents the level of reserves that the charity should seek to maintain. At the year end the balance represents approximately 140% of this figure.

Designated funds

These are held by the Trustees and the funds are expected to be utilised as follows:

Third worker

The balance brought forward represents the Trustees estimate of the funds needed to increase the schools work team to three for approximately two years. As the General Fund has been in a surplus this year and the year end balance is above the Trustees minimum level; there has been no movement in this fund during the year. The Trustees will continue to drawdown on the Designated Fund either to fund staff costs in excess of 2 FTE or to support the General Fund.

Restricted funds

The Trustees have reviewed the balances on the restricted funds at 30 September 2024 and are expecting these funds to be utilised as follows:

Prayer spaces

The Trustees received a grant during the year from the Chelmsford Diocese to cover the expenses on prayer spaces in schools incurred by the Project. The project will continue into 2025.

Transition workshops

This fund is used to purchase books which are distributed to Year 6 pupils towards the end of the summer term. This activity was generously funded by the South Park Literature Trust. The Project anticipates continuing the distribution in the coming year and will again be appealing for funds from supporters to fund the distribution in summer 2025.

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Current year			
Fixed assets	-	-	-
Cash and current investments	85,321	-	85,321
Other current assets	1,784	2,687	4,471
Creditors within/less than one year	(3,609)	450	(3,159)
Provisions/pensions	-	-	-
	<u>83,496</u>	<u>3,137</u>	<u>86,633</u>
Prior year			
Fixed assets	-	-	-
Cash and current investments	82,449	-	82,449
Other current assets	2,932	1,161	4,093
Creditors within/less than one year	(3,095)	(48)	(3,143)
Provisions/pensions	-	-	-
	<u>82,286</u>	<u>1,113</u>	<u>83,399</u>

14 Contingent Liabilities

There were no contingent liabilities at the year end (2023 £nil)

Christian Education Project
Notes to the Financial Statements
For the year ended 30 September 2024
15 Related Party Transactions

The Trustees, having made enquiries, are not aware of any donations received from supporting churches with which there is a related party link.

16 Post balance sheet event

There are no post balance sheet events which need to be noted or adjusted for in these accounts.

17 Financial instruments

	2024 £	2023 £
The charity's financial instruments may be analysed as follows:		
Financial Assets		
Financial Assets Measured at Amortised Cost		
Trade debtors	-	-
Other debtors	4,471	4,093
Cash and cash equivalents	85,321	82,449
Total Financial Assets	89,792	86,542
Financial Liabilities		
Financial Liabilities Measured at Amortised Cost		
Trade creditors	-	-
Other creditors	4,060	3,143
Bank loans and overdrafts payable within one year	-	-
Bank loans and overdrafts payable after one year	-	-
Total Financial Liabilities	4,060	3,143

18 Prior year comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2023 Total funds £
Income from			
Donations and legacies	73,062	-	73,062
Grants	8,480	7,281	15,761
Fundraising	1,237	-	1,237
Investment income	3,110	-	3,110
Legacies received	5,251	-	5,251
Other	5,450	-	5,450
Total income	96,590	7,281	103,871
Expenditure on			
Charitable activities - Schools work	86,671	5,350	92,021
Total expenditure	86,671	5,350	92,021
Net income/(expenditure)	9,919	1,931	11,850
Transfer between funds	1,088	(1,088)	-
Net movement in funds for the year	11,007	843	11,850
Reconciliation of funds:			
Total funds brought forward	71,549	-	71,549
Total funds carried forward	82,556	843	83,399

All the restricted funds income and expenditure shown above relate to Prayer spaces and mentoring.

Christian Education Project
Detailed Statement of Financial Activities
For the year ended 30 September 2024

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 Total Funds £
INCOMING RESOURCES				
Voluntary income				
Donations	57,555	1,327	58,882	73,062
Grants	-	6,166	6,166	15,761
Fundraising	7,347	-	7,347	1,237
Legacies received	11,400	-	11,400	5,251
Charitable activities	-	-	-	-
	<u>76,302</u>	<u>7,493</u>	<u>83,795</u>	<u>95,311</u>
Investment income				
Deposit account interest	3,987	-	3,987	3,110
Sundry income				
Sundry income	5,025	-	5,025	5,450
Total incoming resources	<u>85,315</u>	<u>7,493</u>	<u>92,808</u>	<u>103,871</u>
RESOURCES EXPENDED				
Charitable activities				
Wages	69,102	5,227	74,329	75,944
Social security	4,877	-	4,877	4,966
Pensions	1,209	151	1,360	1,401
Staff training and welfare	423	-	423	45
Workers expenses	1,210	117	1,327	1,376
Fundraising expenses	138	-	138	110
Charitable activities resources	1,613	1,998	3,611	2,986
	<u>78,571</u>	<u>7,493</u>	<u>86,064</u>	<u>86,828</u>
Governance costs				
Accountancy	1,195	-	1,195	590
	<u>1,195</u>	<u>-</u>	<u>1,195</u>	<u>590</u>
Support costs				
Management				
Insurance	892	-	892	811
Telephone & communications	24	-	24	975
Printing, postage & stationery	892	-	892	912
Repairs & maintenance	175	-	175	99
Sundries	433	-	433	564
Computer equipment	661	-	661	1,030
Computer depreciation	-	-	-	33
Website development	-	-	-	-
	<u>3,077</u>	<u>-</u>	<u>3,077</u>	<u>4,424</u>
Finance				
Bank charges	137	-	137	179
Total resources expended	<u>82,981</u>	<u>7,493</u>	<u>90,474</u>	<u>92,021</u>
Net income (expenditure)	<u>2,334</u>	<u>-</u>	<u>2,334</u>	<u>11,850</u>

This page does not form part of the financial statements

Accounts



SERVING SCHOOLS

INSPIRING MINDS

EXPLORING FAITH

CHRISTIAN EDUCATION PROJECT

A Company Limited by Guarantee

02534646 (England and Wales)

Registered charity 1012480

TRUSTEES' ANNUAL REPORT

AND FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2023

CHRISTIAN EDUCATION PROJECT

Year ended 30 September 2023

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SELECTED

2022/23

OCT Our Harvest assembly focused on the story of the Widow's mite and thought about how generosity isn't about how much you have but giving what you can	NOV We visited churches every Sunday in November to update about our work - it's always a pleasure to be with local churches. We also did a number of assemblies and workshops for interfaith week.	DEC We had a busy Christmas including telling the nativity story to over 900 children using our knitted dolls., making 2700 Christingles and delivering our assemblies to an estimated 8500 children
JAN After nearly 25 years we moved from Clayhall Baptist Church into our new home at Woodford Baptist Church. We are very grateful to both churches for their support.	FEB We ran sessions in several schools helping children to prepare for the 'Spirited Arts' competition which asks pupils to explore spiritual themes through artistic media	MAR We undertook Easter assemblies for over 10000 children entitled 'Just Easter?' where the Easter story was told through the items in an imaginary Easter take away meal.
APR We ran a prayer space at Ursuline Academy, Ilford on the theme of Serviam, their school motto.	MAY We welcomed Saltmine Theatre Company to Redbridge - 300 people watched a performance of The Rhyming Bible at CityGates Church	JUN We started our team building sessions in June - in total we did this in over 20 schools with over 1000 children. We also gave out 1700 copies of our booklet 'Higher Things'
JUL The Glade 'Hopes and Dreams' Prayer Space was a highlight. Designed in conjunction with a pupil focus group, over 400 people passed through over 4 days	AUG The summer was spent resting, recuperating and planning for an exciting academic year ahead	SEP We really enjoyed visiting Oakdale Junior School to teach in RE days on 'What does it mean to be a Christian?' We also started on harvest assemblies about the parable of the rich fool

HIGHLIGHTS



CHARITABLE COMPANY INFORMATION

Trustees

Mr K Gardner (Chair)

Rev C Halm

Mrs V Hayden

Ms Y Hurley

Mr M Payne

Mrs S Read

Mr M Williamson

Company Secretary

Mr M Williamson

Registered Company Number 02534646 (England & Wales)

Registered Charity Number 1012480

Principal Address & Registered Office 32 George Lane
South Woodford
London E18 1LW

Independent Examiner Ms Sylvia Lambden
Calculus Accountants and Tax Advisers Ltd
5 Priory Road
Loughton,
Essex, IG10 1AF

Bankers Barclays Bank PLC
Barclays Business Centre
50 Pall Mall
London SW1 1QS

The Trustees of the Christian Education Project (the Project) present their annual report, together with the financial statements, which have been independently examined for the year ended 30 September 2023.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019.

Legal framework

The Project is a charitable company limited by guarantee as defined by the Companies Act 2006.

The Trustees who are also directors of the charity have prepared the report to meet the requirements for a directors' report and accounts for Companies Act purposes. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006 and the company's Memorandum and Articles of Association approved by the membership on 11 October 2015.

Strategic aims and objectives

In accordance with the Memorandum and Articles of Association, the objects are as set out in the Mission Statement (Serving Schools – Inspiring Minds – Exploring Faith). The Project was established in 1991 to serve the schools in Redbridge by sharing the Christian faith in the delivery of age appropriate lessons and assemblies that enable the schools to comply with the Christian aspects of the RE Syllabus.

The Project works by invitation only and during the year under review, worked directly with 52 schools across the Borough and surrounding area; from Nursery to Sixth Form. This is an increase from 49 in the previous year, a sign that we are bouncing back from the challenges presented by Covid and are as needed if not more now than ever. In addition to the 52 schools we worked with directly, we were pleased to provide resources to 4 more schools and to share our Easter assembly with over 30 churches and schools work projects around the country where it was used to reach thousands of additional children.

The Project workers network regularly with other Christian Schools Workers and are supported by a prayer group which restarted in autumn 2022, led by two of the Trustees. This meets termly both online and in person to pray for the work of the Project and the team. We are also pleased to attend meetings of the Wanstead and Woodford Evangelical Fellowship and New Wine leadership events at a local member church.

The Project actively seeks to partner with local churches, their leaders and youth workers in its engagement with their local schools. In undertaking these aims and objectives, and in the results achieved as highlighted below, the Trustees consider that the Project fully meets the public benefit requirements as outlined by the Charity Commission.

Achievements and performance in the year

This year was the first since the pandemic which had a semblance of normality and things returning to familiar patterns. Apart from during one snow day, all of our engagements were carried out in person and assemblies were generally back to their normal capacity which meant we served the same number of pupils in fewer assemblies. We felt that this

CHRISTIAN EDUCATION PROJECT
TRUSTEES ANNUAL REPORT (including Directors' Report)
Year ended 30 September 2023

year was another success despite challenges arising from procuring new office space and moving after 25 years in the same location.

A review of the highlights by term is set out below:

- The Autumn term got off to a great start with a good number of harvest assemblies, including in some new schools. One school in particular, a special school with a Catholic ethos represented and exciting challenge for the team. We were welcomed with enthusiasm and have since been back. The Harvest assembly focused on the story of the Widow's mite and carried the message that being generous isn't about how much you give but a sacrifice you make from what you have.
- The successful Harvest run was followed by an equally successful Christmas assembly which looked at Christmas traditions around the world and honed in on the core meaning of Christmas for Christians – the birth of Jesus. As well as Christmas assemblies, we were able to deliver knitted nativity sessions to 900 pupils as well as helping 2,700 children to make a Christingle and find out the religious significance of the tradition,
- Our Easter assembly this year was particularly popular – we told the Easter story through food from an imaginary takeaway from "Just Easter". This concept was shared on social media and around 30 churches and schools work groups from Argyll to Gloucester requested copies of the resources with many offering excellent feedback,
- Due to some generous funding from Westhill Endowment Trust, we were able to expand on our prayer space offer this year, running 5 prayer spaces in 4 schools. We were able to collect feedback from users which was overwhelmingly positive as well as some demographic information. 49% of prayer space users were Muslim and over 20% didn't have a religion. We were encouraged to receive positive feedback from such a diverse range of students and feel that this supports our own feelings that our service is high quality and inclusive.
- A further highlight of our year was the organisation of a visit by Saltmine Theatre Company to Redbridge. Based in the West Midlands, this group tour nationally bringing performances with a Christian ethos to schools and churches. We were able to secure two performance of The Rhyming Bible at two local churches which in total were watched by over 300 local children from 4 schools as well as members of the public.

Staff Changes

At the end of the last academic year, we expressed our thanks to Ashley Faria who had partnered with Sam Lockstone in covering Velisha Lynch's maternity leave. He left us for a SENDCo role in a local school and we have been pleased to keep in touch with him. Velisha returned to work on 1 October 2022 and Sam Lockstone was able to stay for 11 hours per week on a term time only basis. Having recently graduated from a degree course, Sam obtained a place on an MA programme and left us at the end of July. We are extremely grateful for everything she gave to the project and wish her well in her future endeavours.

Future plans

In last year's report the Trustees set out our aim to continue to consolidate the work of the Project across the Borough's schools, whilst consciously looking to engage with a number of schools that the Project had not been in recent contact with. In addition we seek to continue to engage with the Borough's secondary schools' Religious Education GCSE programme. As noted in the Achievements section above, we have a very successful and

CHRISTIAN EDUCATION PROJECT
TRUSTEES ANNUAL REPORT (including Directors' Report)
Year ended 30 September 2023

expanding Christingle workshop which we deliver before Christmas. We aim to meet as much of the increasing demand for this as possible.

The team are continuing to use our Transition booklet "Higher Things" and this year we distributed 1,700 copies to Year 6 pupils across the Borough's schools. We are grateful to London over the Border (LoB) who gave us a grant to support the work in this last year and are planning a similar campaign next summer.

As noted in the Achievements section, schools greatly value the work of the Project. Given our ability to be highly flexible and a free resource to schools, which are also facing continuing severe financial difficulties, demand for our services is still very high and there seems little indication that it will not continue to outstrip our ability to support them.

A recent new area for the Project is providing a mentoring service to Primary Schools to assist with children's mental health and well-being. This work was pioneered by Sam Lockstone and over the last academic year was supported by a grant from LoB. In August we received another grant from Tesco Community and this will enable us to continue offering this service in Redbridge schools.

As a consequence, as noted in the Structure, framework and management section, the Trustees are continuing to keep the Project Workers staffing above the 2.0 FTE level. We are pleased that we have been able to obtain the services of Jenny Mumford, a qualified teacher, as an Associate Worker, from November 2023. She will be providing flexible support around one day per week in term time. Towards the end of the current academic year, when hopefully the way ahead is clearer, the Trustees together with the Project Team intend to review the work and staffing levels of the Project in order to ensure that we can meet our financial commitments.

Since the year end the Project has been selected by the Diocese of Chelmsford to partner in a scheme promoting Prayer Spaces in schools in our area called "Praying and Learning Together". As part of the partnership the Project will second a member of staff averaging 7 hours a week in term time to the Diocese, who have agreed to reimburse the relevant costs.

The Trustees and team held an away day in October 2023 with the main focus of engaging with the local emerging ethnic and non-English speaking churches and in building greater support among Christian families with children in Redbridge schools.

The Project will continue to put additional resources into our digital presence, including making more use of our Facebook page <https://m.facebook.com/TheChristianEducationProject>. This is both in terms of updating and expanding our new website (www.christianeducationproject.org.uk) which went live in October 2022, as well as developing our ability to provide short videos on relevant topics including working with local churches on virtual tours of their buildings.

Financial review

Financial results for the year

We continue to be thankful to our faithful supporters, both churches and individuals, who have continued to pray for and donate to the Project during an increasingly challenging and uncertain economic environment.

The income for the year amounted to £103,871 (2022: £61,782) and expenditure, including management expenses amounted to £92,021 (2022: £79,502) resulting in an operational surplus of £11,850 (2022: £(17,720)).

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The increase in income resulted from grants and legacy income as well as increased donations from our supporting churches and individuals. Details of the grants received for both general and restricted purposes are given in Note 2b) of the Financial Statements.

The Trustees are aware that the General Fund has received just over £13,700 in legacies and grants that will not reoccur. The giving by Individuals is now larger than the donations from member churches but their combined giving is still less than overall cost of the staff. The Trustees believe that good communications with our supporters will enable us to close this operational gap and during the year have invested in a Donor Management System to aid them in this aim.

As shown in Note 7 the staffing levels have remained at the same level as the previous year. Although the overall is above 2 FTE the Trustees have decided not to withdraw an amount from the Designated "Third Worker fund" as the General Reserves are above the Trustees desired level of £25k, see below The Statement of Financial Activities (SOFA) shows a surplus on unrestricted operations of £9,919 (2022 £(16,678)) before transfer.

The Trustees have agreed a transfer to the General Fund from the Schools Transition Fund of £1,088. The transfer represents the costs of "Higher Things" purchased in 2022, and distributed this year. Trustees had anticipated the Project would have received the related LOB grant last year, but it was not received until this year. Details of the transfers are set out in Note 12. Therefore, the final result for the General Fund was a reserves balance of £31,079 (2022: £ 20,072).

The Trustees appreciate that the ability to maintain a Schools Work team at its current level is dependent on being able to cover our operational costs with a stable income of donations from either Churches or Individuals. As noted above despite the increases seen this year, we are not yet in that position. The team have carried out more church visits during this year which has enabled us to emphasise the work of the Project and the potential impact it has at a time when many churches are having to reduce their outreach to local schools. The Project is forecasting a deficit over the next two years which will require the Trustees to utilise the Designated Fund to support the General Fund at the desired level.

In the light of the additional unrestricted funds received this year it was decided to suspend plans for a "Schools Work Month" in September 2023. This was designed to replace the annual Gift day and help reduce an operational funding gap. The Trustees anticipate that this will need to be re-activated in September 2024.

As set out in Note 12 the Trustees only have the Third Worker fund available to meet any deficits on the General operational budget for future years.

The project re-located to Woodford Baptist Church (WBC) in January 2023, together with a change to our Registered Office. WBC has provided the Project with rent free office accommodation; WBC regards this as part of their ongoing support of the Project. Prior to January the Project was based at Clayhall Baptist Church (CBC) until its closure at 31 December 2022. The Trustees are grateful to CBC for providing rent free accommodation to the Project for many years; as it believed the Project's work was consistent with their ministry to the local community.

Reserves policy

The Trustees carried out a detailed review of the level and calculation of the Project's reserves as at 30 September 2023. The reserves policy has in the past been set on the basis of three months of the forecast expenses for the following year. This approach resulted in a target reserve balance, on the General fund, of around £22,000 as at the year end. In the review the Trustees considered additional factors which increases the reserves to £25,000 and believe that this level is more appropriate in most circumstances.

CHRISTIAN EDUCATION PROJECT
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All the reserves are held in cash either at the Project's bank or in a related money market investment account to which the Trustees have almost instant access.

As well as seeking to maintain a General fund the Trustees have in the past designated unrestricted funds for future opportunities and the expansion of the Project.

The year-end balance on the General fund is 124% of the target level following the Trustees review.

The Trustees monitor the balances of all the funds it holds and sets out in Note 12 to the accounts the anticipated usage of the year end balances.

Designated Funds

The Third Worker fund represents designated funds for the employment of a third schools worker. As noted above the core donations are not covering the direct employment costs of the team and as the current balance represents approximately 2 year's employment costs of an additional team member the Trustees do not anticipate activating an increase in the schools' Work team. In the past the fund has been used to support any shortfall in the General Fund.

Restricted Funds

Any funds that are restricted by the donor at the time of the gift are held in Restricted Funds and only utilised for the specific purpose.

As noted in the financial review the Transition workshops "Higher Things" campaign has received a grant of £2,500 from LoB this year. As the Trustees had purchased copies of the booklet in 2022 which they distributed this year, a transfer of the surplus representing the relevant cost was transferred to the General Fund of £1,088 (2022 £ (797)). The Project anticipates a similar campaign next year and will be requesting the necessary funds from churches and supporters.

Following receipt of a grant from LoB for Mentoring of £3,120 in the year the project has allocated costs incurred in respect of this activity to the fund. In August the Project received a further grant of £500 from Tesco Community to part fund this activity to August 2024. At the year end the fund had a balance of £843.

The Project was allocated a grant of up to £1,245 from Westhill Endowment Trust to operate Prayer Spaces in Borough schools in the last academic year. Costs of £1,161 were incurred and the amount was refunded to the Project after the year end.

As noted above the Trustees appreciate the need to maintain sound financial management while ensuring the Project achieves its objectives.

Principal funding sources

Funding is provided by churches of all denominations across the Borough with whom contact is maintained through the appointment of "key people" and by taking up opportunities to talk to church groups and congregations. Financial assistance is also given by means of personal donations, fund-raising activities and grants. The Project does not raise funds from the public and continues to offer its services free to schools.

As mentioned in previous years, the Project needs to expand its supporter base among both churches and individuals in the Borough and has launched a scheme called "Friends of CEP" to encourage regular committed giving from individuals. The Trustees and the Project Leader are seeking to expand the use of the scheme. As noted above the Trustees and Schools work team are looking at ways in which the visits to churches can be expanded during the next year.

CHRISTIAN EDUCATION PROJECT
TRUSTEES ANNUAL REPORT (including Directors' Report)
Year ended 30 September 2023

The Project set up a text giving service so that supporters can donate £3 by texting CEP to 70085 and are looking at ways to publicise this further among churches. In addition, the Trustees have purchased a cashless terminal to aid one-off giving by individuals during church visits. The Trustees will also continue to approach suitable Foundations and Grant making bodies for support and grants for parts of our activities.

The Trustees hope that these new ways will be a means of expanding support and eliminating the current funding gap.

Financial outlook

As noted above the Project has reported a surplus of £11,007 (2022 deficit £6,486) on the General fund after transfers. As a result the General Fund shows a balance of £31,079 (2022: £20,072). As noted under the reserves policy this means that the General fund is now at 124% (2022:100%) of the Trustees preferred reserves balance.

As noted above the core income from supporters does not cover the direct employment costs of the team. The Trustees have prepared deficit budgets for the next two years; following a generous legacy of £11k from Clayhall Baptist Church received in November 2023 the deficit is almost eliminated for the next year and a further £13k in the following year. Trustees appreciate that the additional income received this year in grants and legacies for the General Fund has given the Project more time to achieve its aim of covering operational costs from its core supporters.

It is the Trustees prayer, belief and intention to re-balance the financial stability of the Project over the next two to three years so that we can maintain our services for local schools. However, this will require an increase in regular giving from our current supporters and a widening of the base so that we can confidently move forward.

The Trustees consider that the charity is a going concern having reviewed the budget and associated cash flow for the following two financial years. The Trustees will continue to ensure that the Project is based on sound financial principles.

At the Away-day the Trustees raised the possibility of converting to a Charitable Incorporated Organisation (CIO). Further research and exploration will be carried out in the coming years.

Structure framework and management

Helen Mullis Kunda, the Project Leader, has now been with the Project for over five years, having been appointed in September 2018. The team also includes two part-time members of staff who work between 2 and 3 days per week. The team are also supported by a part-time administrator, Joanne Waterfield. This enables the other members of the team to concentrate their efforts in the schools.

The majority of the work within schools is performed by the Project Workers; however as noted above, the Project seeks to work with local churches and youth workers where appropriate. There is also the possibility of making more use of volunteers and the Trustees are continuing to look at ways in which trained volunteers could be used to assist with the delivery of the Project's work among the Borough's schools. To date this has not been material to the delivery of the work.

The Trustees of the Project are also directors of the limited company and details of the Trustees serving during the year are shown in Charitable Company Information details on page 4.

Recruitment and appointment of new Trustees

The current Trustees have the power under the Memorandum and Articles of Association to recruit and appoint additional Trustees. New Trustees serve until the AGM when they retire and being eligible offer themselves for re-election.

The Trustees are keen to expand the skills base of the Trustees and are continuing their search for additional members to assist with the development and mission of the Project. To assist the recruitment, prospective Trustees are asked to complete a "skills audit" questionnaire along with a summary of their personal faith and career. All candidates have to complete a Disclosure and Barring Services (DBS) check before their appointment is confirmed. The Trustees are particularly keen to recruit a new Trustee to act as Treasurer after Martin Williamson retires at the AGM.

No additional Trustees have been appointed during the year under review or to the date of this report. All new Trustees go through an induction process to familiarise themselves with the organisation, their duties and legal responsibilities.

The Treasurer reports on applicable Charity Commission and other pronouncements at the regular Trustee meetings.

Chair of Trustees

During the year Mr Keith Gardner has continued to act as Chair of Trustees.

Retirement of Trustees

Martin Williamson is retiring at the forthcoming AGM following his move to Andover in 2024. Rev C Halm and Mr M Payne retire by rotation and are eligible for re-election at the AGM.

Decision making structure

The Trustees usually meet bi-monthly to receive the Project Leader's report on the activities undertaken and to review the financial position of the charity and its progress compared with the yearly plan. During year the Trustees have been meeting in person. Following the year end the Trustees and staff have held an away day to review means for expanding the supporter base of the charity and the financial outlook for the Project. This resulted in various actions reported elsewhere in this report.

The Trustees have developed a series of policies covering all material aspects of the Projects activities. These are reviewed by the Trustees on an agreed rotational basis, so all policies are updated on a regular basis.

The Trustees have set a pay policy for the staff and use this as part of the annual salary review together with agreed relevant key indicators.

Governance Code

The Trustees take the obligations and principles of the Governance Code (code), seriously and seek to ensure that they manage the Project in line with the seven principles and thereby ensure that the Project is well managed and effective. The Trustees are confident that they have a full understanding of their legal responsibilities and are aware of the code and its implications for the ongoing processes and procedures used in the management and governance of the Project. The Trustees are not aware of any material shortcomings against the code.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed; annually the Trustees' review identifies risks relating to the Project. The Trustees reviewed the current policies the risks to which the charity is exposed and the control procedures. As a result the Trustees believe that appropriate controls are in place, after recognition of the Project's size, staffing and complexity, and thereby provide reasonable assurance against fraud and error.

Membership of the company

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of a winding up. At present there are 29 (2022 – 29) members of the company. The current members are either the Trustees or supporting churches with a named representative. Membership is open to other individuals or organisations that apply and are approved by the Trustees acting as directors of the company.

Independent Examiner

Ms Sylvia Lambden of Calculus Accountants was appointed as the charity's Independent Examiner on 11 July 2017 and remains in post. The Trustees consider that the Independent Examiner is providing the Project with a good service and have agreed that they will not review the appointment until after 2024. They have also agreed that it will be good practice to hold a fuller review after that date and before 2027.

Trustee responsibilities

The 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 state of affairs of the charity and of the incoming resources and application of resources during the year then ended.

In preparing those financial statements, the Trustees should follow best practice and are required to:

- select suitable accounting policies and then apply them consistently;
- observe methods and principles in the Charities SORP;
- 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 assume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 2011. The Trustees are also responsible for safeguarding the charity's assets and hence for taking reasonable steps towards the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included in Christian Education Project website. Legislation in England and Wales governing the preparation and dissemination of financial statements and other information included in Annual Reports may differ from legislation in other jurisdictions.

Compliance with laws and regulations

The Trustees have established policies and procedures designed to ensure that it complies with all material laws and regulations in relation to the charitable company's operations and activities. The Trustees are not aware of any significant non-compliance with laws and regulations relevant to the charity or its operations.

The report of the directors has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

This report was approved by the Trustees on 18 January 2024 and signed on its behalf by:

A handwritten signature in black ink, reading "Keith Gardner", with a horizontal line underneath the name.

K Gardner Chair

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2023 which are set out on pages 15 to 28.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

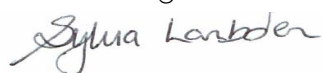
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



The Examiner's relevant professional qualification or body is Association of Chartered Certified Accountants.

Sylvia Lambden FCCA
Calculus Accountants and Tax Advisers Limited
5 Priory Road
Loughton
Essex
IG10 1AF

The date upon which my opinion is expressed is: - 18 January 2024

CHRISTIAN EDUCATION PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
(Including Income and Expenditure Account)
Year ended 30 September 2023

		2023	2022
		Total funds	Total funds
		£	£
	Notes		
Income from			
Donations and legacies	2(a)	78,313	55,511
Grants	2(b)	8,480	-
Fundraising	2(c)	1,237	1,634
Investment income	2(d)	3,110	325
Other	2(e)	5,450	4,312
Total income		<u>96,590</u>	<u>61,782</u>
Expenditure on			
Charitable activity			
Schools work	3	86,671	79,502
Total expenditure		<u>86,671</u>	<u>79,502</u>
Net income/(expenditure)	4	9,919	(17,720)
Transfer between funds	12	1,088	-
Net movement in funds for the year		<u>11,007</u>	<u>(17,720)</u>
Reconciliation of funds:			
Total funds brought forward		71,549	89,269
Total funds carried forward		<u>82,556</u>	<u>71,549</u>

All income and expenditure derive from continuing activities

The accompanying notes on pages 18 to 28 are an integral part of these financial statements

CHRISTIAN EDUCATION PROJECT
BALANCE SHEET
Company number 02534646
Year ended 30 September 2023

	Notes	2023 £	2022 £
Fixed assets			
Tangible fixed assets	8	-	33
Current assets			
Debtors: amounts falling due within one year	9	4,093	666
Cash at bank and in hand	10	<u>82,449</u>	<u>73,973</u>
		<u>86,542</u>	<u>74,639</u>
Creditors: amounts falling due within one year	11	(3,143)	(3,123)
Net current assets		<u>83,399</u>	<u>71,516</u>
Net assets		<u><u>83,399</u></u>	<u><u>71,549</u></u>
Represented by:			
Unrestricted revenue fund- general	12a	31,079	20,072
Unrestricted revenue fund- designated	12b	<u>51,477</u>	<u>51,477</u>
Total unrestricted funds		82,556	71,549
Restricted funds	12c	843	-
Total funds		<u><u>83,399</u></u>	<u><u>71,549</u></u>

The accompanying notes on pages 18 to 28 are an integral part of these financial statements

CHRISTIAN EDUCATION PROJECT
BALANCE SHEET
Company number 02534646
Year ended 30 September 2023

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2023 and of its net resources expended for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies' subject to the small companies regime

The Trustees acknowledge their responsibility for ensuring the charity keeps proper accounting records in accordance with the requirements of the Charities Act 2011 as more fully set out in the statement of Trustees' responsibilities in the Trustees' Report

The financial statements on pages 15 to 28 were approved by the Board of Trustees on 18 January 2024 and were signed on their behalf by:

A handwritten signature in blue ink, appearing to be 'P. H.', followed by a horizontal line.

1 ACCOUNTING POLICIES

Christian Education Project is a private charitable company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 4 of these financial statements. The nature of the charity's operations and principal activities are set out in the Trustees Annual Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2019.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound sterling.

Following the transition to FRS 102 for the first time in 2017 all the accounting policies have been reviewed and aligned with the new accounting standard. These policies have been applied consistently to all years presented unless otherwise stated.

The principle accounting policies and estimation techniques are as follows:

a) Income

All income is included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to them as income, ultimate receipt is probable and the amount to be recognised can be quantified with reasonable accuracy.

- i) Donations received are included in full when receivable
- ii) Grants are recognised in the financial statements in the year in which they are receivable
- iii) Fundraising represents amounts received in respect of the Gift Day and fundraising events for supporters and friends.
- iv) Legacy income is recognised when the amounts can be quantified with reasonable accuracy and there is a probable likelihood of receipt

b) Expenditure

Expenditure is included on the accruals basis and is inclusive of Value Added Tax. It has been classified in the SOFA under charitable activities.

- i) All costs are allocated to the charitable activity represented by Schools work to reflect the resources utilised.

c) Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Fixtures and fittings	- 15% on cost
Computer equipment	- 33% on cost

1 ACCOUNTING POLICIES (continued)

d) Cash and cash equivalents

Cash represents cash in hand plus bank balances immediately available to the charity. Cash equivalents are bank balances held on short term deposit available to the charity at up to 3 months' notice.

e) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure

f) Taxation

The charity is exempt from corporation tax on its charitable activities

g) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal

h) Pension costs

Contributions to the charity's pension scheme, which is a defined contribution scheme, are charged to the SOFA in the period to which they relate.

i) Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern

ii) Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires the Trustees to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the Statement of Financial Position date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements.

Other key sources of estimation and assumptions:

i) **Tangible fixed assets.** Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation, product life cycles and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

ii) **Allocation of administration costs** A proportion of expenditure is either not directly attributable to the charitable activity of schools work or relates to the central administration of the charity. The Trustees consider that all support costs should be allocated to the charitable activity.

CHRISTIAN EDUCATION PROJECT
NEXT TO THE FINANCIAL STATEMENTS
Year ended 30 September 2023

	2023 Total Funds	2022 Total Funds
2 Income from		
a) Donations and legacies		
Donations	73,062	55,511
Legacy income	<u>5,251</u>	<u>-</u>
	<u>78,313</u>	<u>55,511</u>
Included in donations are amounts totalling £ nil (2022- £750) which are Restricted Funds as the donors have described that these funds are to be expended on:		
	2023	2022
	£	£
Transition workshops programme	<u>-</u>	<u>750</u>
Included in donations are the following aggregated amounts given by the Trustees and connected individuals. Amounts given by Churches connected to the Trustees have been excluded (Note 15)		
Total donations	<u>8,163</u>	<u>5,084</u>
b) Grants		
Unrestricted		
Barkingside Christian Centre Project	8,000	-
Alexis Trust	<u>480</u>	<u>-</u>
	<u>8,480</u>	<u>-</u>
Restricted Funds		
London over the Border - Mentoring	3,120	-
London over the Border - Schools Transition	2,500	-
Westhill Endowment Trust	1,161	-
Tesco Community Grants	<u>500</u>	<u>-</u>
	<u>7,281</u>	<u>-</u>
	<u>15,761</u>	<u>-</u>
c) Fundraising		
Fundraising in support of Charitable activities	<u>1,237</u>	<u>1,634</u>

All fundraising in 2023 and 2022 was for Unrestricted Funds and resulted from Quiz night in October 22 and the Gift Day held in June 2022 respectively

The charity does not use a professional fundraiser or collect from the General Public.

CHRISTIAN EDUCATION PROJECT
NEXT TO THE FINANCIAL STATEMENTS
Year ended 30 September 2023

d) Investment Income	2023	2022
	£	£
Deposit account interest	<u>3,110</u>	<u>325</u>

All deposit account interest is allocated to the Unrestricted Funds

e) Other	2023	2022
	£	£
Sundry income	<u>5,450</u>	<u>4,312</u>

All sundry income is allocated to Unrestricted Funds

3 Expenditure on

Charitable activity - schools work	2023	2022
	£	£
Staff costs (note 7)	82,311	70,633
Staff expenses	1,421	2,105
Fundraising expenses	110	57
Charitable activities resources	<u>2,986</u>	<u>-</u>
Direct costs	86,828	72,795
Allocated support costs (note 5)	5,193	6,707
	<u>92,021</u>	<u>79,502</u>

Included in the Direct costs shown above are the following amounts charged to Restricted funds in 2023, (2022: £nil).

Mentoring

Staff costs	2,631
Staff expenses	70
Charitable activities resources	<u>72</u>
	<u>2,773</u>

Prayer spaces

Charitable activities resources	<u>1,063</u>
---------------------------------	--------------

Transition workshops

Staff costs	<u>1,412</u>
Total direct costs charged to Restricted funds	<u>5,248</u>

An analysis of the Support costs between Unrestricted and Restricted Funds is shown in note 5

CHRISTIAN EDUCATION PROJECT
NEXT TO THE FINANCIAL STATEMENTS
Year ended 30 September 2023

4 Net Income/(expenditure)

Net resources are stated after charging/(crediting)

Independent examiner's fees - Examination fee	590	595
Depreciation-owned assets	<u>33</u>	<u>91</u>

5 Support costs allocation

The following support costs have been allocated to the charitable activity of schools work.

Insurance	811	760
Telephone & communications	975	1,386
Printing, postage & stationery	912	2,215
Repairs & maintenance	99	-
Sundries	564	512
Computer equipment	1,063	841
Website development	-	245
Bank charges	179	153
Governance costs: Accountancy	590	595
	<u>5,193</u>	<u>6,707</u>

All the above support costs relate to the Unrestricted Funds apart from the following amounts which are charged to the following Restricted Funds:

Mentoring

Printing, postage & stationery	<u>4</u>	<u>-</u>
--------------------------------	----------	----------

Prayer Spaces

Printing, postage & stationery	<u>98</u>	<u>-</u>
--------------------------------	-----------	----------

Transition workshops

Printing, postage & stationery	<u>-</u>	<u>1,547</u>
--------------------------------	----------	--------------

Website development

Website development	<u>-</u>	<u>245</u>
	<u>1,257</u>	<u>1,792</u>

6 Trustee Remuneration Benefits and Expenses

There were no trustees' remuneration or other benefits for the year ended 30 September 2023 nor for the year ended 30 September 2022

Under the terms of the company's Memorandum and Articles of Association the directors cannot draw remuneration for their services

The Trustees take responsibility for planning, and controlling the activities of the entity, which is performed on a day to day basis by the Project Leader and staff. Therefore the Trustees are key management personnel.

Trustees' expenses

There were no trustees' expenses paid for year ended 30 September 2023 nor for year ended 30 September 2022

CHRISTIAN EDUCATION PROJECT
NEXT TO THE FINANCIAL STATEMENTS
Year ended 30 September 2023

7 Staff Costs

	2023	2022
	£	£
Wages and salaries	75,944	64,964
Social security costs	4,966	4,306
Other pension costs	1,401	1,363
	<u>82,311</u>	<u>70,633</u>

The staff costs allocated to the restricted funds are shown along with other allocated direct costs in Note 3 above

No employee received emoluments in excess of £60,000

Pension costs all relate to defined contribution schemes whose assets are held outside the charitable company.

The average monthly number of employees during the year was as follows:

	2023 Number	2022 Number
Charitable activity	<u>4.8</u>	<u>4.9</u>
Full time equivalent - charitable activity	<u>2.5</u>	<u>2.4</u>

8 Tangible Fixed Assets

	Fixtures & Fittings £	Computer Equipment £	Total £
COST			
At 1 October 2022	8,101	4,614	12,715
Additions in year	-	-	-
At 30 September 2023	<u>8,101</u>	<u>4,614</u>	<u>12,715</u>
DEPRECIATION			
At 1 October 2022	(8,101)	(4,581)	(12,682)
Charge for the year year	-	(33)	(33)
At 30 September 2023	<u>(8,101)</u>	<u>(4,614)</u>	<u>(12,715)</u>
NET BOOK VALUE			
At 30 September 2023	<u>-</u>	<u>-</u>	<u>-</u>
At 30 September 2022	<u>-</u>	<u>33</u>	<u>33</u>

CHRISTIAN EDUCATION PROJECT
NEXT TO THE FINANCIAL STATEMENTS
Year ended 30 September 2023

9 Debtors: Amounts falling due within one year

	2023	2022
	£	£
Other debtors	<u>4,093</u>	<u>666</u>

Included in other debtors is accrued income of £1,161 in respect of the restricted fund for prayer spaces.

10 Cash at bank and in hand

CCLA deposit account	75,333	66,545
Barclays plc current and deposit accounts	<u>7,116</u>	<u>7,428</u>
	<u>82,449</u>	<u>73,973</u>

11 Creditors: Amounts falling due within one year

	2023	2022
	£	£
Taxation and social security	921	651
Accruals	<u>2,222</u>	<u>2,472</u>
	<u>3,143</u>	<u>3,123</u>

12 Movement in Funds

	At 1 October 2022	Net movement in funds	At 30 September 2023
	£	£	£
Unrestricted funds			
a) General fund	20,072	11,007	31,079
b) Designated fund			
Third worker	<u>51,477</u>	-	<u>51,477</u>
	<u>71,549</u>	<u>11,007</u>	<u>82,556</u>
c) Restricted funds			
Mentoring	-	843	843
Prayer spaces	-	-	-
Transition workshops	-	-	-
	<u>-</u>	<u>843</u>	<u>843</u>
TOTAL FUNDS	<u>71,549</u>	<u>11,850</u>	<u>83,399</u>

12 Movement of Funds (continued)

Net movement in funds included in the above are as follows:

	Income £	Expenses £	Transfers £	Movement in funds £
Unrestricted funds				
a) General fund	96,590	(86,671)	1088	11,007
b) Designated fund				
Third worker	-	-	-	-
	96,590	(86,671)	1088	11,007
c) Restricted funds				
Mentoring	3,620	(2,777)		843
Prayer spaces	1,161	(1,161)		-
Transition workshops	2,500	(1,412)	(1,088)	-
	7,281	(5,350)	(1,088)	843
TOTAL FUNDS	103,871	(92,021)	-	11,850

Unrestricted funds

General fund

The General fund represents the unrestricted funds that the Trustees can spend on the charity's aims and objectives. The Trustees consider that a balance of three months expenses represents the level of reserves that the charity should seek to maintain. At the year end the balance represents approximately 140% of this figure.

Designated funds

These are held by the Trustees and the funds are expected to be utilised as follows:

Third worker

The balance brought forward represents the Trustees estimate of the funds needed to increase the schools work team to three for approximately two years. As the General Fund has been in a surplus this year and the year end balance is above the Trustees minimum level; there has been no movement in this fund during the year. The Trustees will continue to drawdown on the Designated Fund either to fund staff costs in excess of 2 FTE or to support the General Fund.

Restricted funds

The Trustees have reviewed the balances on the restricted funds at 30 September 2023 and are expecting these funds to be utilised as follows:

Mentoring

The Trustees received two grants during the year to support this activity in Redbridge schools. London over the Border gave a grant of £3,120 in February 2023 and this has covered the majority of activities in the year and Tesco Community gave a grant of £500 in August 2023 to cover the activities in the current academic year. Trustees anticipate the balance will be expensed in the next year.

Prayer spaces

The Trustees received a grant from Westhill Endowment Trust to cover the expenses on prayer spaces incurred by the Project. At the year end the team have submitted a report on the expenses incurred the funds were received on 09/10/23 after the year end.

Transition workshops

This fund is used to purchase books which are distributed to Year 6 pupils towards the end of the summer term. This activity was generously supported by a grant from London over the Border in the year. The Project anticipates continuing the distribution in the coming year and will again be appealing for funds from supporters to fund the distribution in summer 2024

13 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Current year			
Fixed assets	-	-	-
Cash and current investments	82,449	-	82,449
Other current assets	2,932	1,161	4,093
Creditors within/less than one year	(3,095)	(48)	(3,143)
Provisions/pensions	-	-	-
	<u>82,286</u>	<u>1,113</u>	<u>83,399</u>
Prior year			
Fixed assets	33	-	33
Cash and current investments	73,973	-	73,973
Other current assets	666	-	666
Creditors within/less than one year	(3,123)	-	(3,123)
Provisions/pensions	-	-	-
	<u>71,549</u>	<u>-</u>	<u>71,549</u>

14 Contingent Liabilities

There were no contingent liabilities at the year end (2022 £nil)

15 Related Party Transactions

The Trustees, having made enquiries, are not aware of any donations received from supporting churches with which there is a related party link.

16 Post balance sheet event

There are no post balance sheet events which need to be noted or adjusted for in these accounts.

17 Financial instruments

	2023	2022
	£	£
The charity's financial instruments may be analysed as follows:		
Financial Assets		
Financial Assets Measured at Amortised Cost		
Trade debtors	-	-
Other debtors	4,093	666
Cash and cash equivalents	82,449	73,973
Total Financial Assets	86,542	74,639
Financial Liabilities		
Financial Liabilities Measured at Amortised Cost		
Trade creditors	-	-
Other creditors	3,143	3,123
Bank loans and overdrafts payable within one year	-	-
Bank loans and overdrafts payable after one year	-	-
Total Financial Liabilities	3,143	3,123

CHRISTIAN EDUCATION PROJECT
NEXT TO THE FINANCIAL STATEMENTS
Year ended 30 September 2023

18 Prior year comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2022 Total funds £
Income from			
Donations and legacies	54,761	750	55,511
Grants	-	-	-
Fundraising	1,634	-	1,634
Investment income	325	-	325
Charitable activities	-	-	-
Other	4,312	-	4,312
Total income	61,032	750	61,782
Expenditure on			
Charitable activities - Schools work	77,710	1,792	79,502
Total expenditure	77,710	1,792	79,502
Net income/(expenditure)	(16,678)	(1,042)	(17,720)
Transfer between funds	(808)	808	-
Net movement in funds for the year	(17,486)	(234)	(17,720)
Reconciliation of funds:			
Total funds brought forward	89,035	234	89,269
Total funds carried forward	71,549	-	71,549

All the restricted funds income and expenditure shown above relate to transition workshops;
apart from £245 of expenditure on website development

CHRISTIAN EDUCATION PROJECT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
Year ended 30 September 2023

	Unrestricted funds £	Restricted funds £	2023 Total Funds £	2022 Total Funds £
INCOMING RESOURCES				
Voluntary income				
Donations	73,062	-	73,062	55,511
Grants	8,480	7,281	15,761	-
Fundraising	1,237	-	1,237	1,634
Legacies received	5,251	-	5,251	-
Charitable activities	-	-	-	-
	<u>88,030</u>	<u>7,281</u>	<u>95,311</u>	<u>57,145</u>
Investment income				
Deposit account interest	3,110	-	3,110	325
Sundry income				
Sundry income	<u>5,450</u>	<u>-</u>	<u>5,450</u>	<u>4,312</u>
Total incoming resources	<u>96,590</u>	<u>7,281</u>	<u>103,871</u>	<u>61,782</u>
RESOURCES EXPENDED				
Charitable activities				
Wages	71,901	4,043	75,944	64,964
Social security	4,966	-	4,966	4,306
Pensions	1,401	-	1,401	1,363
Staff training and welfare	45	-	45	80
Workers expenses	1,306	70	1,376	2,025
Fundraising expenses	110	-	110	57
Charitable activities resources	<u>1,851</u>	<u>1,135</u>	<u>2,986</u>	<u>-</u>
	<u>81,580</u>	<u>5,248</u>	<u>86,828</u>	<u>72,795</u>
Governance costs				
Accountancy	<u>590</u>	<u>-</u>	<u>590</u>	<u>595</u>
	<u>590</u>	<u>-</u>	<u>590</u>	<u>595</u>
Support costs				
Management				
Insurance	811	-	811	760
Telephone & communications	975	-	975	1,386
Printing, postage & stationery	810	102	912	2,215
Repairs & maintenance	99	-	99	-
Sundries	564	-	564	512
Computer equipment	1,030	-	1,030	750
Computer depreciation	33	-	33	91
Website development	-	-	-	245
	<u>4,322</u>	<u>102</u>	<u>4,424</u>	<u>5,959</u>
Finance				
Bank charges	<u>179</u>	<u>-</u>	<u>179</u>	<u>153</u>
Total resources expended	<u>86,671</u>	<u>5,350</u>	<u>92,021</u>	<u>79,502</u>
Net income (expenditure)	<u>9,919</u>	<u>1,931</u>	<u>11,850</u>	<u>(17,720)</u>

This page does not form part of the financial statements

Accounts



SERVING SCHOOLS

INSPIRING MINDS

EXPLORING FAITH

CHRISTIAN EDUCATION PROJECT

A Company Limited by Guarantee

02534646 (England and Wales)

Registered charity 1012480

TRUSTEES' ANNUAL REPORT

AND FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2022

CHRISTIAN EDUCATION PROJECT

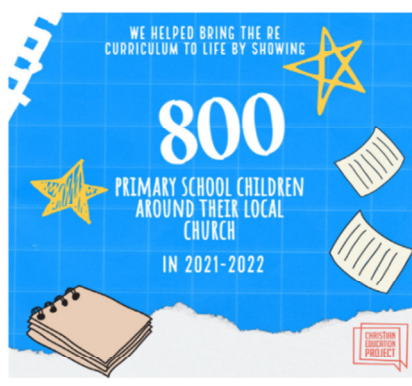
Year ended 30 September 2022

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Year in Review

2021-22

A selection of highlights from the past year in numbers.



The Christian Education Project
Serving Schools, Inspiring Minds, Exploring Faith

2021-2022: A year in review

A special birthday

We began the year by celebrating our 30th anniversary with a reception and thanksgiving for supporters which included contributions from past workers.

Harvest 2021

We delivered harvest assemblies in 19 schools focusing on the story of Joseph and the Pharaoh's dream which includes the world's first documented food bank!

Glade Prayer Space

We were invited to lead a prayer space which every child in the school engaged with. A focus group of pupils helped design the stations and chose the theme.

Christmas 2021

As well as our Christmas assembly entitled "The big Christmas surprise", we ran Christingle workshops for over 3000 children where we explained the origins of the tradition and its links to Christian beliefs.

Mentoring

During the 2021/22 academic year we provided 85 hours of mentoring and mental wellbeing support in 2 schools.

Easter 2022

This year's assembly focussed on the highs and lows of the Easter story, which mirrors the ups and downs of life but ends with a wonderful hope filled promise.

RE lessons

We taught over 200 RE lessons across the key stages. We were privileged to work with several year groups to undertake whole units of work over a half term period, allowing us to get to the heart of the issues involved.

Higher things

This year we updated our self published resource aimed at equipping Year 6 children to make the transition to secondary school. We distributed a record 2700 copies.

Selected anecdotal highlights from this year.





CHRISTIAN EDUCATION PROJECT

Year ended 30 September 2022

CHARITABLE COMPANY INFORMATION

Trustees

Mr K Gardner (Chair)	
Rev C Halm	
Mrs V Hayden	
Ms Y Hurley	
Mr M Payne	Appointed (9 March 2022)
Mrs S Read	
Mr M Williamson	

Company Secretary

Mr M Williamson

Registered Company Number 02534646 (England & Wales)

Registered Charity Number 1012480

Principal Address & Registered Office 32 George Lane
South Woodford
London E18 1LW

Independent Examiner Sylvia Lambden
Calculus Accountants and Tax Advisers Ltd
5 Priory Road
Loughton, Essex, IG10 1AF

Bankers Barclays Bank PLC
Barclays Business Centre
50 Pall Mall
London SW1 1QS

The Trustees of the Christian Education Project (the Project) present their annual report, together with the financial statements, which have been independently examined for the year ended 30 September 2022.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019.

Legal framework

The Project is a charitable company limited by guarantee as defined by the Companies Act 2006.

The Trustees who are also directors of the charity have prepared the report to meet the requirements for a directors' report and accounts for Companies Act purposes. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006 and the company's Memorandum and Articles of Association approved by the membership on 11 October 2015.

Strategic aims and objectives

In accordance with the Memorandum and Articles of Association, the objects are as set out in the Mission Statement (Serving Schools - Inspiring Minds - Exploring Faith). The Project has been existence for over 30 years, having been established in 1991 to serve the schools in Redbridge by sharing the Christian faith in the delivery of age appropriate lessons and assemblies that enable the schools to comply with the Christian aspects of the RE Syllabus.

The Project works by invitation only and during the year under review, worked in 49 schools across the Borough; from Nursery to Sixth Form. This is similar to recent years, as we work with an average of 50 schools per year.

The Project actively seeks to partner with local churches, their leaders and youth workers in its engagement with their local schools. The prayer group - which had to be suspended during the pandemic - has been restarted. The Trustees are organising both online and in-person meetings in order to enable a wider range of supporters to pray for the work of the Project and the team.

In undertaking these aims and objectives, and in the results achieved as highlighted below, the Trustees consider that the Project fully meets the public benefit requirements as outlined by the Charity Commission.

Achievements and performance in the year

The 2021-2022 academic year, much like its predecessor, was shaped by the repercussions of the coronavirus pandemic. Despite the frustrations and changes that occurred we were able to offer as full a programme as possible to the schools in Redbridge. We have set out on pages 2 to 4 some of the numbers and highlights both photographically and anecdotally from the year's activities.

As previously noted above, in Strategic aims and objectives, the Project continues to work in a range of schools across the Borough and averages around 50 different schools each year.

We are proud of what we have been able to offer, and the feedback we have received confirms how beneficial to schools our various activities have been.

CHRISTIAN EDUCATION PROJECT
TRUSTEES' ANNUAL REPORT (Including Directors' Report)
Year ended 30 September 2022

The major Christian festivals continue to be busy periods in the Project's year and the Trustees are thankful for all the hard work of the team over a very busy year. This is borne out by the record number of Christingles we were able to deliver along with an increase in the "Transition workshops" and the republication of "Higher Things".

The team have also been able to help and encourage a local church operate a Prayer Space covering transition for Year 6 at a Church of England School in a neighbouring Borough.

It has been another extremely busy year for the team. The Trustees believe that if the Project can be put on a more sustainable financial basis there are advantages of increasing the staff above 2 full time equivalent (FTE) schools workers, this is due to reviewed towards the end of the summer term in 2023.

Staff Changes

In November 2021, Velisha Lynch took maternity leave, returning to work in October 2022 having taken accrued annual leave during September. She was replaced by Sam Lockstone (0.2 FTE) and Ashley Fariah (0.2 FTE), a qualified and experienced teacher who is familiar with the Project through his work in Redbridge schools. Ashley completed his time with us at the end of the summer term. On 1 September 2022, Sam Lockstone started a further one year contract, working 11 hours per week, term time only.

Impact of Coronavirus

During the year under review and to the date of this report the Project has as noted above in-person access to all schools in the Borough and beyond. With this in mind the Trustees have agreed that all staff should work from the office rather than continuing to work from home. We continue to seek to maintain a healthy and safe office and comply with any requirements or risk assessments of the schools we visit.

Future plans

In last year's report the Trustees set out our aim to continue to consolidate the work of the Project across the Borough's schools, whilst consciously looking to engage with a number of schools that the Project had not been in recent contact with. In addition we seek to continue to engage with the Borough's secondary schools' Religious Education GCSE programme. As noted in the Achievements section above, we have a very successful and expanding Christingle workshop which we deliver before Christmas. We aim to meet as much of the increasing demand for this as possible.

During the Covid-19 lockdown, the staff wrote and prepared our own Year 6 to Year 7 transition booklet "Higher Things", which replaces our need for "It's Your Move" with a more targeted and cost-effective resource. We gave out a record 2,700 copies this year and hope to match or increase this number next year.

As noted in the Achievements section, schools greatly value the work of the Project. Given our ability to be highly flexible and a free resource to schools, which are also facing continuing severe financial difficulties, demand for our services is still very high and there seems little indication that it will not continue to outstrip our ability to support them. One new area for the Project is providing a mentoring service to Primary Schools to assist with children's mental health and well-being.

As a consequence, as noted in the Structure, framework and management section, the Trustees are continuing to keep the Project Workers staffing above the 2.0 FTE level, at about 2.4 FTE in the coming year. Towards the end of the current academic year, when hopefully the way ahead is clearer, the Trustees together with the Project Team intend to

CHRISTIAN EDUCATION PROJECT
TRUSTEES' ANNUAL REPORT (Including Directors' Report)
Year ended 30 September 2022

review the work and staffing levels of the Project in order to ensure that we can meet our financial commitments.

One area that the COVID-19 crisis has highlighted is the need for the Project to put additional resources into our digital presence, including making more use of our Facebook page <https://m.facebook.com/TheChristianEducationProject>.

This is both in terms of updating and expanding our new website (still at www.christianeducationproject.org.uk) which went live in October 2022, as well as developing our ability to provide short videos on relevant topics including working with local churches on virtual tours of their buildings.

Data from the 2021 census, released at the end of November 2022, showed significant changes in religious affiliation within Redbridge. For the first time in the Borough's history, Christianity is a minority religion with Islam now in the majority. There was also an increase in those declaring themselves to be of no religion. These results reaffirm to us the value of good quality Christian visitors to schools - as we now, more often than ever, find ourselves explaining key tenets of Christianity to people with no prior knowledge or experience of them. Nationally only 5% of children attend a church on a Sunday and we believe this figure to be far fewer in Redbridge - therefore we provide an important service in fostering relationships between schools and churches where they may not exist organically

Financial review

Financial results for the year

We continue to be grateful to our faithful supporters, both churches and individuals, who have continued to pray for and donate to the Project during an increasingly challenging and uncertain economic environment.

The income for the year amounted to £61,782 (2021: £77,565) and expenditure, including management expenses amounted to £79,502 (2021: £81,025) resulting in an operational deficit of £17,720 (2021: £3,460).

The reduction in income this year was a result of a fall in grant income which in 2021 included the Government's CJRS of £12,000 and a fall in general donations of £2,600. While we have seen an increase in Individuals who are giving to the Project the income from Churches has remained reasonably static over the last few years.

During the year the charity has applied for various grants from different trusts and foundations. Since the year end we have received a grant to support prayer spaces in the next financial year.

As shown in Note 7 the staffing levels have dropped this year as a result of maternity leave and therefore the transfer from the Designated Fund "Third Worker " mainly relates to the Trustees decision to transfer additional amounts to bring the General Fund to the required Reserves policy balance and to meet the deficits on Restricted Funds. Details of the transfers are set out in Note 12.

While the Statement of Financial Activities (SOFA) shows a deficit on unrestricted operations after these planned transfers the deficit on the General Fund was reduced to £6,486 (2021: surplus £9,941). This is better than anticipated by the Trustees when the budget was revised during the year. Therefore, the final result for the General Fund was a reserves balance of £ 20,072 (2021: £26,533).

The Trustees appreciate that the ability to maintain a Schools Work team at its current level is dependent on being able to cover our operational costs with a stable income of

CHRISTIAN EDUCATION PROJECT
TRUSTEES' ANNUAL REPORT (Including Directors' Report)
Year ended 30 September 2022

donations from either Churches or Individuals. In the light of the current economic uncertainty and given that the Project has had deficit budgets for the last few years, the Trustees have sadly taken the necessary decision that it is not possible in the current climate to increase the team to 3 full time workers. In fact, the challenge remains to ensure that the Project is sustainable at a level of at least 2 full time workers. At an away day in October 2022, it was agreed that the Trustees and schools work team would seek to visit all churches who are members or have shown an interest in the Project so that we can more effectively explain our activities and thereby encourage increased regular giving to the Project. These visits will take place across the next year, culminating in Schools Work Month during September 2022 which replaces our annual gift day with a concerted drive to raise additional funds in order to close the funding gap.

As set out in Note 12 the Trustees only have the Third Worker fund available to meet any deficits on the General operational budget for future years.

The Trustees are grateful to Clayhall Baptist Church (CBC) for their continued support of the Project during the year. CBC believes the Project's work is consistent with their ministry to the local community and therefore they made no charge for the use of a room at the Church. Since the year end a decision has been taken by CBC to close the church at 31 December 2022. The Trustees have accepted the kind invitation of Woodford Baptist Church (WBC) which has agreed to provide the Project with rent free office accommodation; WBC regard this as part of their ongoing support of the Project. The move was completed at the start of 2023 along with a change in Registered Office.

The Transition Workshops campaign "Higher Things", reported on in the 2021-22 review, operated at a deficit this year £798 (2021: £89). Therefore there was a transfer from the General Fund to that Restricted Fund this year of £710 (2021: £nil). As noted above we have around 2,300 copies of Higher Things in store for next year, but the Trustees have decided not to value these copies in this year's accounts.

Reserves policy

The Trustees carried out a detailed review of the level and calculation of the Project's reserves as at 30 September 2021; and reviewed these workings at the year end. The reserves policy has in the past been set on the basis of three months of the forecast expenses for the following year. This approach results in a target reserve balance, on the General fund, of around £20,000 as at the year end. The Trustees believe that this level continues to be appropriate in most circumstances.

All the reserves are held in cash either at the Project's bank or in a related money market investment account to which the Trustees have almost instant access.

As well as seeking to maintain a General fund the Trustees have in the past designated unrestricted funds for future opportunities and the expansion of the Project.

The year-end balance on the General fund is 100% of the target level following the Trustees review.

The Trustees monitor the balances of all the funds it holds and sets out in Note 12 to the accounts the anticipated usage of the year end balances.

Designated Funds

The Third Worker fund represents designated funds for the employment of a third schools worker. The Project has drawn down employment costs in excess of 2 FTE schools' workers together with an amount to leave the General fund at 100% of the Reserves policy after eliminating negative balances on Restricted Funds.

Restricted Funds

CHRISTIAN EDUCATION PROJECT
TRUSTEES' ANNUAL REPORT (Including Directors' Report)
Year ended 30 September 2022

Any funds that are restricted by the donor at the time of the gift are held in Restricted Funds and only utilised for the specific purpose.

As noted in the financial review the Transition workshops "Higher Things" campaign has operated at a loss this year a surplus in the previous year. Therefore a transfer of £709 from the General fund was required to leave this fund with a nil balance. The Project anticipates a similar campaign next year and will be requesting the necessary funds from churches and supporters.

As reported in prior years the Project planned to update the website this year. As a result the Trustees spent £245 on research for a new website and launched an updated version in October 2022. This resulted in a transfer of £99 from the General fund to eliminate the deficit on this fund at the year end. The Trustees do not expect to refresh this fund in the future and intend to use General fund monies for any further enhancements or improvements.

As noted above the Trustees appreciate the need to maintain sound financial management while ensuring the Project achieves its objectives.

Principal funding sources

Funding is provided by churches of all denominations across the Borough with whom contact is maintained through the appointment of "key people" and by taking up opportunities to talk to church groups and congregations. Financial assistance is also given by means of personal donations, fund-raising activities and grants. The Project does not raise funds from the public and continues to offer its services free to schools.

As mentioned in previous years, the Project needs to expand its supporter base among both churches and individuals in the Borough and has launched a scheme called "Friends of CEP" to encourage regular committed giving from individuals. The Trustees and the Project Leader are seeking to expand the use of the scheme. As noted above the Trustees and Schools work team are looking at ways in which the visits to churches can be expanded during the next year.

The Project set up a text giving service so that supporters can donate £3 by texting CEP to 70085 and are looking at ways to publicise this further among churches. In addition, the Trustees have purchased a cashless terminal to aid one-off giving by individuals during church visits. The Trustees will also continue to approach suitable Foundations and Grant making bodies for support and grants for parts of our activities.

The Trustees hope that these new ways will be a means of expanding support and eliminating the current funding gap.

Financial outlook

As noted above the Project has again reported a deficit of £6,486 (2021 surplus £9,941) on the General fund, after a transfer from the Third Worker fund of £11,000. As a result the General Fund shows a balance of £20,072 (2021: £26,567). As noted under the reserves policy this means that the General fund is now at 100% (2021:130%) of the Trustees preferred reserves balance.

In the light of the continuing deficits recorded by the Project and the current economic situation in which we operate, the Trustees have been forced to accept a deficit budget for the next two years as they consider that it is unlikely that within the next year income can increase by a sufficient amount to balance the operational costs. However if the deficit continues at its present level for two years the designated funds held at 30 September 2024 would stand at less than £21k, this could leave the Project with less than 24 months of operational headroom, at which point the Trustees would have to review the

structure of the Project and find reductions in operating costs. If these were unachievable then the Trustees would need to seriously consider winding up the Project.

It is the Trustees prayer, belief and intention to re-balance the financial stability of the Project over the next two to three years so that we can maintain our services for local schools. However, this will require an increase in regular giving from our current supporters and a widening of the base so that we can confidently move forward.

The Trustees consider that the charity is a going concern having reviewed the budget and associated cash flow for the following two financial years. The Trustees will continue to ensure that the Project is based on sound financial principles.

Structure framework and management

Helen Mullis Kunda, the Project Leader, has now been with the Project for over four years, having been appointed in September 2018. The team also includes three part-time members of staff who work between 2 and 3 days per week. During the year under review when the staffing rose above 2 FTE the excess costs were withdrawn from the Designated Third Worker Fund.

Following Velisha Lynch commencing her maternity leave in November 2021, the Project recruited Ashley Faria to provide one working day per week during her maternity leave.

Consequently, during maternity leave the Project Workers staffing was just below 2 FTE and therefore the Trustees did not withdraw a material amount during the financial year from the Third Worker designated fund.

The team are also supported by a part-time administrator, Joanne Waterfield. This enables the other members of the team to concentrate their efforts in the schools.

The majority of the work within schools is performed by the Project Workers; however as noted above, the Project seeks to work with local churches and youth workers where appropriate. There is also the possibility of making more use of volunteers and the Trustees are continuing to look at ways in which trained volunteers could be used to assist with the delivery of the Project's work among the Borough's schools. To date this has not been material to the delivery of the work.

The Trustees of the Project are also directors of the limited company and details of the Trustees serving during the year are shown in Charitable Company Information details on page 5.

Recruitment and appointment of new Trustees

The current Trustees have the power under the Memorandum and Articles of Association to recruit and appoint additional Trustees. New Trustees serve until the AGM when they retire and being eligible offer themselves for re-election.

The Trustees are keen to expand the skills base of the Trustees and are continuing their search for additional members to assist with the development and mission of the Project. To assist the recruitment prospective Trustees are asked to complete a "skills audit" questionnaire along with a summary of their personal faith and career. All candidates have to complete a Disclosure and Barring Services (DBS) check before their appointment is confirmed.

Since the appointment of Martyn Payne prior to the AGM on 4 May 2022 no additional Trustees have been appointed during the year under review or to the date of this report.

All new Trustees go through an induction process to familiarise themselves with the organisation, their duties and legal responsibilities.

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TRUSTEES' ANNUAL REPORT (Including Directors' Report)
Year ended 30 September 2022

The Treasurer reports on applicable Charity Commission and other pronouncements at the regular Trustee meetings.

Chair of Trustees

During the year Mr Keith Gardner has continued to act as Chair of Trustees.

Retirement of Trustees

Messrs Keith Gardner and Martin Williamson retire by rotation and are eligible for re-election at the AGM.

Decision making structure

The Trustees usually meet bi-monthly to receive the Project Leader's report on the activities undertaken and to review the financial position of the charity and its progress compared with the yearly plan. During year the Trustees have been meeting in person. Following the year end the Trustees and staff have held an away day to review the financial outlook for the Project. This resulted in various actions reported elsewhere in this report.

The Trustees have developed a series of policies covering all material aspects of the Projects activities. These are reviewed by the Trustees on an agreed rotational basis, so all policies are updated on a regular basis.

The Trustees have set a pay policy for the staff and use this as part of the annual salary review together with agreed relevant key indicators.

Governance Code

The Trustees take the obligations and principles of the Governance Code (code), which was reviewed during 2021, seriously and seek to ensure that they manage the Project in line with the seven principles and thereby ensure that the Project is well managed and effective. The principles are; organisational purpose; leadership; integrity; decision making, risk and control; board effectiveness; diversity; and openness and accountability.

The Trustees are confident that they have a full understanding of their legal responsibilities and are aware of the code and its implications for the ongoing processes and procedures used in the management and governance of the Project. The Trustees are not aware of any material shortcomings against the code.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed; annually the Trustees' review identifies risks relating to the Project.

During the year the Trustees reviewed the current policies and carried out the review of the risks to which the charity is exposed and the control procedures. As a result the Trustees believe that appropriate controls are in place, after recognition of the Project's size, staffing and complexity, and thereby provide reasonable assurance against fraud and error.

Membership of the company

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of a winding up. At present there are 29 (2021 - 28) members of the company. The current members are either the Trustees or supporting churches with a named representative. Membership is open to other individuals or organisations that apply and are approved by the Trustees acting as directors of the company.

Independent Examiner

Ms Sylvia Lambden of Calculus Accountants was appointed as the charity's Independent Examiner on 11 July 2017 and remains in post. The Trustees consider that the Independent Examiner is providing the Project with a good service and have agreed that they will not review the appointment until after 2024. They have also agreed that it will be good practice to hold a fuller review after that date and before 2027.

Trustee responsibilities

The 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 state of affairs of the charity and of the incoming resources and application of resources during the year then ended.

In preparing those financial statements, the Trustees should follow best practice and are required to:

- select suitable accounting policies and then apply them consistently;
- observe methods and principles in the Charities SORP;
- 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 assume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 2011. The Trustees are also responsible for safeguarding the charity's assets and hence for taking reasonable steps towards the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included in Christian Education Project website. Legislation in England and Wales governing the preparation and dissemination of financial statements and other information included in Annual Reports may differ from legislation in other jurisdictions.

Compliance with laws and regulations

The Trustees have established policies and procedures designed to ensure that it complies with all material laws and regulations in relation to the charitable company's operations and activities. The Trustees are not aware of any significant non-compliance with laws and regulations relevant to the charity or its operations.

The report of the directors has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

This report was approved by the Trustees on 18 January 2023 and signed on its behalf by:



K Gardner
Chair

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2022 which are set out on pages 15 to 28.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

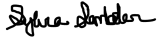
Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

The Examiner's relevant professional qualification or body is Association of Chartered Certified Accountants.


Sylvia Lambden FCCA
Calculus Accountants and Tax Advisers Limited
5 Priory Road
Loughton
Essex
IG10 1AF

The date upon which my opinion is expressed is: - 18January 2023

CHRISTIAN EDUCATION PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
(Including Income and Expenditure Account)
Year ended 30 September 2022

		Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
		£	£	£	£
	Notes				
Income from					
Donations and legacies	2(a)	54,761	750	55,511	58,120
Grants	2(b)	-		-	13,986
Fundraising	2(c)	1,634		1,634	1,576
Investment income	2(d)	325		325	11
Charitable activities	2(e)	-		-	-
Other	2(f)	4,312		4,312	3,872
Total income		<u>61,032</u>	<u>750</u>	<u>61,782</u>	<u>77,565</u>
Expenditure on					
Charitable activity					
Schools work	3	77,710	1,792	79,502	81,025
Total expenditure		<u>77,710</u>	<u>1,792</u>	<u>79,502</u>	<u>81,025</u>
Net income/(expenditure)	4	(16,678)	(1,042)	(17,720)	(3,460)
Transfer between funds	12	(808)	808	-	-
Net movement in funds for the year		<u>(17,486)</u>	<u>(234)</u>	<u>(17,720)</u>	<u>(3,460)</u>
Reconciliation of funds:					
Total funds brought forward		89,035	234	89,269	92,729
Total funds carried forward		<u>71,549</u>	<u>-</u>	<u>71,549</u>	<u>89,269</u>

All income and expenditure derive from continuing activities

The accompanying notes on pages 18 to 28 are an integral part of these financial statements

CHRISTIAN EDUCATION PROJECT
BALANCE SHEET
Company number 02534646
Year ended 30 September 2022

	Notes	2022 £	2021 £
Fixed assets			
Tangible fixed assets	8	33	124
Current assets			
Debtors	9	666	622
Cash at bank and in hand	10	73,973	91,563
		<u>74,639</u>	<u>92,185</u>
Creditors: amounts falling due within one year	11	(3,123)	(3,040)
Net current assets		<u>71,516</u>	<u>89,145</u>
Net assets		<u>71,549</u>	<u>89,269</u>
Represented by:			
Unrestricted revenue fund- general	12a	20,072	26,558
Unrestricted revenue fund- designated	12b	51,477	62,477
Total unrestricted funds		71,549	89,035
Restricted funds	12c	-	234
Total funds		<u>71,549</u>	<u>89,269</u>

The accompanying notes on pages 18 to 28 are an integral part of these financial statements

**CHRISTIAN EDUCATION PROJECT
BALANCE SHEET
Company number 02534646
Year ended 30 September 2022**

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2022 and of its net resources expended for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies' subject to the small companies regime

The Trustees acknowledge their responsibility for ensuring the charity keeps proper accounting records in accordance with the requirements of the Charities Act 2011 as more fully set out in the statement of Trustees' responsibilities in the Trustees' Report

The financial statements on pages 15 to 28 were approved by the Board of Trustees on 18 January 2023 and were signed on their behalf by:



M Williamson
Trustee

1 ACCOUNTING POLICIES

Christian Education Project is a private charitable company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 5 of these financial statements. The nature of the charity's operations and principal activities are set out in the Trustees Annual Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2019.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound sterling.

Following the transition to FRS 102 for the first time in 2017 all the accounting policies have been reviewed and aligned with the new accounting standard. These policies have been applied consistently to all years presented unless otherwise stated.

The principle accounting policies and estimation techniques are as follows:

a) Income

All income is included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to them as income, ultimate receipt is probable and the amount to be recognised can be quantified with reasonable accuracy.

- i) Donations received are included in full when receivable
- ii) Grants are recognised in the financial statements in the year in which they are receivable
- iii) Fundraising represents amounts received in respect of the Gift Day and fundraising events for supporters and friends.
- iv) Legacy income is recognised when the amounts can be quantified with reasonable accuracy and there is a probable likelihood of receipt

b) Expenditure

Expenditure is included on the accruals basis and is inclusive of Value Added Tax. It has been classified in the SOFA under charitable activities.

- i) All costs are allocated to the charitable activity represented by Schools work to reflect the resources utilised.

c) Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Fixtures and fittings	- 15% on cost
Computer equipment	- 33% on cost

1 ACCOUNTING POLICIES (continued)

d) Cash and cash equivalents

Cash represents cash in hand plus bank balances immediately available to the charity. Cash equivalents are bank balances held on short term deposit available to the charity at up to 3 months' notice.

e) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure

f) Taxation

The charity is exempt from corporation tax on its charitable activities

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal

h) Pension costs

Contributions to the charity's pension scheme, which is a defined contribution scheme, are charged to the SOFA in the period to which they relate.

i) Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern

i) Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires the Trustees to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the Statement of Financial Position date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements.

Other key sources of estimation and assumptions:

i) **Tangible fixed assets.** Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation, product life cycles and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

ii) **Allocation of administration costs** A proportion of expenditure is either not directly attributable to the charitable activity of schools work or relates to the central administration of the charity. The Trustees consider that all support costs should be allocated to the charitable activity.

CHRISTIAN EDUCATION PROJECT
NOTES TO THE FINANCIAL STATEMENTS
Year ended 30 September 2022

	2022 Total Funds	2021 Total Funds
2 Income from		
a) Donations and legacies		
Donations	55,511	58,120
Legacy income	-	-
	<u>55,511</u>	<u>58,120</u>

have described that these funds are to be expended on:

	2022 £	2021 £
Transition workshops programme	<u>750</u>	<u>650</u>

Included in donations are the following aggregated amounts given by the Trustees and connected individuals. Amounts given by Churches connected to the Trustees have been excluded (Note 15)

Total donations	<u>5,084</u>	<u>3,647</u>
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b) Grants

Bishop of Barking Discretionary Fund	-	1,500
Coronavirus Job Retention Scheme	-	12,236
Brewin Dolphin	-	250
	<u>-</u>	<u>13,986</u>

All grants received in the prior year are for Unrestricted Funds.

c) Fundraising

Fundraising in support of Charitable activities	<u>1,634</u>	<u>1,576</u>
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All fundraising in 2022 and 2021 was for Unrestricted Funds and resulted from the Gift Day held in June 2022 and November 2020 respectively

The charity does not use a professional fundraiser or collect from the General Public.

CHRISTIAN EDUCATION PROJECT
NOTES TO THE FINANCIAL STATEMENTS
Year ended 30 September 2022

d) Investment Income	2022	2021
	£	£

Deposit account interest	<u>325</u>	<u>11</u>
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All deposit account interest is allocated to the Unrestricted Funds

	2022	2021
	£	£

e) Charitable activities		
GCSE revision conference	<u>-</u>	<u>-</u>

All the Charitable activities income is allocated to Unrestricted Funds

f) Other		
Sundry income	<u>4,312</u>	<u>3,872</u>

All sundry income is allocated to Unrestricted Funds

3 Expenditure on

Charitable activity - schools work	2022	2021
	£	£
Staff costs (note 7)	70,633	74,910
Staff expenses	2,105	180
Fundraising expenses	57	172
Charitable activities GCSE revision conference	<u>-</u>	<u>-</u>
Direct costs	72,795	75,262
Allocated support costs (note 5)	6,707	5,763
	<u>79,502</u>	<u>81,025</u>

All Direct costs shown above are charged to Unrestricted Funds. An analysis of the Support costs between Unrestricted and Restricted Funds is shown in note 5

4 Net Income/(expenditure)

Net resources are stated after charging/(crediting)

Independent examiner's fees - Examination fee	595	585
Depreciation-owned assets	<u>91</u>	<u>265</u>

CHRISTIAN EDUCATION PROJECT
NOTES TO THE FINANCIAL STATEMENTS
Year ended 30 September 2022

5 Support costs allocation

The following support costs have been allocated to the charitable activity of schools work.

	2022	2021
	£	£
Insurance	760	728
Telephone & communications	1,386	1,295
Printing, postage & stationery	2,215	951
Sundries	512	1,318
Computer equipment	841	759
Website development	245	13
Bank charges	153	114
Governance costs:		
Accountancy	595	585
	<u>6,707</u>	<u>5,763</u>

All the above support costs relate to the Unrestricted Funds apart from the following amounts which are charged to the following Restricted Funds:

Transition workshops

Printing, postage & stationery	<u>1,547</u>	<u>562</u>
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Website development

Website development	<u>245</u>	<u>13</u>
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6 Trustee Remuneration Benefits and Expenses

There were no trustees' remuneration or other benefits for the year ended 30 September 2022 nor for the year ended 30 September 2021

Under the terms of the company's Memorandum and Articles of Association the directors cannot draw remuneration for their services

The Trustees take responsibility for planning, and controlling the activities of the entity, which is performed on a day to day basis by the Project Leader and staff. Therefore the Trustees are key management personnel.

Trustees' expenses

There were no trustees' expenses paid for year ended 30 September 2022 nor for year ended 30 September 2021

CHRISTIAN EDUCATION PROJECT
NOTES TO THE FINANCIAL STATEMENTS
Year ended 30 September 2022

7 Staff Costs

	2022	2021
	£	£
Wages and salaries	64,964	69,338
Social security costs	4,306	4,341
Other pension costs	1,363	1,231
	<u>70,633</u>	<u>74,910</u>

The staff costs shown above are charged to the Unrestricted Funds.

No employee received emoluments in excess of £60,000

Pension costs all relate to defined contribution schemes whose assets are held outside the charitable company.

7 The average monthly number of employees during the year was as follows:

	2022	2021
	Number	Number
Charitable activity	<u>4.9</u>	<u>5.0</u>
Full time equivalent - charitable activity	<u>2.4</u>	<u>2.5</u>

8 Tangible Fixed Assets

	Fixtures & Fittings	Computer Equipment	Total
	£	£	£
COST			
At 1 October 2021	8,101	4,614	12,715
Additions in year	-	-	-
At 30 September 2022	<u>8,101</u>	<u>4,614</u>	<u>12,715</u>
DEPRECIATION			
At 1 October 2021	(8,101)	(4,490)	(12,591)
Charge for the year	-	(91)	(91)
At 30 September 2022	<u>(8,101)</u>	<u>(4,581)</u>	<u>(12,682)</u>
NET BOOK VALUE			
At 30 September 2022	<u>-</u>	<u>33</u>	<u>33</u>
At 30 September 2021	<u>-</u>	<u>124</u>	<u>124</u>

CHRISTIAN EDUCATION PROJECT
NOTES TO THE FINANCIAL STATEMENTS
Year ended 30 September 2022

9 Debtors: Amounts falling due within one year

	2022 £	2021 £
Other debtors	<u>666</u>	<u>622</u>

10 Cash at bank and in hand

CCLA deposit account	66,545	81,221
Barclays plc current and deposit accounts	<u>7,428</u>	<u>10,342</u>
	<u>73,973</u>	<u>91,563</u>

11 Creditors: Amounts falling due within one year

	2022 £	2021 £
Taxation and social security	651	684
Accruals	<u>2,472</u>	<u>2,356</u>
	<u>3,123</u>	<u>3,040</u>

12 Movement in Funds

	At 1 October 2021 £	Net movement in funds £	At 30 September 2022 £
Unrestricted funds			
a) General fund	26,558	(6,486)	20,072
b) Designated fund			
Third worker	<u>62,477</u>	<u>(11,000)</u>	<u>51,477</u>
	89,035	(17,486)	71,549
c) Restricted funds			
Transition workshops	88	(88)	-
Website development	146	(146)	-
	<u>234</u>	<u>(234)</u>	<u>-</u>
TOTAL FUNDS	<u>89,269</u>	<u>(17,720)</u>	<u>71,549</u>

12 Movement of funds (continued)

Net movement in funds included in the above are as follows:

	Income £	Expenses £	Transfers £	Movement in funds £
Unrestricted funds				
General fund	61,032	(77,710)	10,192	(6,486)
Designated fund				
Third worker	-	-	(11,000)	(11,000)
	61,032	(77,710)	(808)	(17,486)
Restricted funds				
Transition workshops	750	(1,547)	709	(88)
Website development	-	(245)	99	(146)
	750	(1,792)	808	(234)
TOTAL FUNDS	61,782	(79,502)	-	(17,720)

Unrestricted funds

General fund

The General fund represents the unrestricted funds that the Trustees can spend on the charity's aims and objectives. The Trustees consider that a balance of three months expenses represents the level of reserves that the charity should seek to maintain. At the year end the balance represents approximately 100% of this figure.

Designated funds

These are held by the Trustees and the funds are expected to be utilised as follows:

Third worker

The balance brought forward represents the Trustees estimate of the funds needed to increase the schools work team to three for approximately two years. The movement in the year represents the excess employment costs above two full time schools workers and the Trustees estimate to bring the General Fund up to the desired level. The Trustees intend to continue to drawdown the excess costs above two FTE.

Restricted funds

The Trustees have reviewed the balances on the restricted funds at 30 September 2022 and are expecting these funds to be utilised as follows:

Transition workshops

This fund is used to purchase books which are distributed to Year 6 pupils towards the end of the summer term. This activity was generously supported in the year by supporters. The project anticipates continuing the distribution in the coming year and will again be appealing for funds from supporters to fund the distribution in summer 2023

Website development

These funds have been used to create a more modern and easily maintained website. Any further work will require new funds being raised or a transfer from the General Fund.

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Current year			
Fixed assets	33	-	33
Cash and current investments	73,973	-	73,973
Other current assets	666	-	666
Creditors within/less than one year	(3,123)	-	(3,123)
Provisions/pensions	-	-	-
	<u>71,549</u>	<u>-</u>	<u>71,549</u>
Prior year			
Fixed assets	124	-	124
Cash and current investments	91,329	234	91,563
Other current assets	622	-	622
Creditors within/less than one year	(3,040)	-	(3,040)
Provisions/pensions	-	-	-
	<u>89,035</u>	<u>234</u>	<u>89,269</u>

14 Contingent Liabilities

There were no contingent liabilities at the year-end (2021 £nil)

15 Related Party Transactions

The Trustees, having made enquiries, are not aware of any donations received from supporting churches with which there is a related party link.

16 Post balance sheet event

There are no post balance sheet events which need to be noted or adjusted for in these accounts.

17 Financial instruments

	2022 £	2021 £
The charity's financial instruments may be analysed as follows:		
Financial Assets		
Financial Assets Measured at Amortised Cost		
Trade debtors	-	-
Other debtors	666	622
Cash and cash equivalents	73,973	91,563
Total Financial Assets	<u>74,639</u>	<u>92,185</u>
Financial Liabilities		
Financial Liabilities Measured at Amortised Cost		
Trade creditors	-	-
Other creditors	3,123	3,040
Bank loans and overdrafts payable within one year	-	-
Bank loans and overdrafts payable after one year	-	-
Total Financial Liabilities	<u>3,123</u>	<u>3,040</u>

CHRISTIAN EDUCATION PROJECT
NOTES TO THE FINANCIAL STATEMENTS
Year ended 30 September 2022

18 Prior year comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2021 Total funds £
Income from			
Donations and legacies	57,470	650	58,120
Grants	13,986		13,986
Fundraising	1,576	-	1,576
Investment income	11		11
Charitable activities	-		-
Other	3,872		3,872
Total income	76,915	650	77,565
Expenditure on			
Charitable activities			
Schools work	80,450	575	81,025
Total expenditure	80,450	575	81,025
Net income/(expenditure)	(3,535)	75	(3,460)
Transfer between funds	-	-	-
Net movement in funds for the year	(3,535)	75	(3,460)
Reconciliation of funds:			
Total funds brought forward	92,570	159	92,729
Total funds carried forward	89,035	234	89,269

All the restricted funds income and expenditure shown above relate to transition workshops; apart from £13 of expenditure on website development

CHRISTIAN EDUCATION PROJECT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
Year ended 30 September 2022

	Unrestricted funds £	Restricted funds £	2022 Total Funds £	2021 Total Funds £
INCOMING RESOURCES				
Voluntary income				
Donations	54,761	750	55,511	58,120
Grants	-	-	-	13,986
Fundraising	1,634	-	1,634	1,576
Legacies received	-	-	-	-
Charitable activities	-	-	-	-
	<u>56,395</u>	<u>750</u>	<u>57,145</u>	<u>73,682</u>
Investment income				
Deposit account interest	325	-	325	11
Sundry income				
Sundry income	<u>4,312</u>	<u>-</u>	<u>4,312</u>	<u>3,872</u>
Total incoming resources	<u>61,032</u>	<u>750</u>	<u>61,782</u>	<u>77,565</u>
RESOURCES EXPENDED				
Charitable activities				
Wages	64,964	-	64,964	69,338
Social security	4,306	-	4,306	4,341
Pensions	1,363	-	1,363	1,231
Staff training and welfare	80	-	80	-
Workers expenses	2,025	-	2,025	180
Fundraising expenses	57	-	57	172
Charitable activities	-	-	-	-
	<u>72,795</u>	<u>-</u>	<u>72,795</u>	<u>75,262</u>
Governance costs				
Accountancy	<u>595</u>	<u>-</u>	<u>595</u>	<u>585</u>
	<u>595</u>	<u>-</u>	<u>595</u>	<u>585</u>
Support costs				
Management				
Insurance	760	-	760	728
Telephone & communications	1,386	-	1,386	1,295
Printing, postage & stationery	668	1,547	2,215	951
Sundries	512	-	512	1,318
Computer equipment	750	-	750	495
Computer depreciation	91	-	91	264
Website development	-	245	245	13
	<u>4,167</u>	<u>1,792</u>	<u>5,959</u>	<u>5,064</u>
Finance				
Bank charges	<u>153</u>	<u>-</u>	<u>153</u>	<u>114</u>
Total resources expended	<u>77,710</u>	<u>1,792</u>	<u>79,502</u>	<u>81,025</u>
Net income (expenditure)	<u>(16,678)</u>	<u>(1,042)</u>	<u>(17,720)</u>	<u>(3,460)</u>

This page does not form part of the financial statements

Accounts



~SERVING SCHOOLS~

~INSPIRING MINDS~

~EXPLORING FAITH~

CHRISTIAN EDUCATION PROJECT

A Company Limited by Guarantee

02534646 (England and Wales)

Registered charity 1012480

TRUSTEES' ANNUAL REPORT

AND FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2021

CHRISTIAN EDUCATION PROJECT

Year ended 30 September 2021

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Year in Review

2020-21

A selection of highlights from the year in photographs and testimonial quotes -



I have had the pleasure of working closely with them and they are so committed and passionate that they breathe fresh air into every school they work with especially ours...they come into school and have been supporting the more vulnerable children who have had emotional and social problems with coping through COVID* Primary RE Lead



An amazing resource, always above and beyond expectation the support provided during lockdown was invaluable Local teacher



Your provision has been engaging and bountiful during this difficult time. Thankyou. It's easily accessible and inclusive Primary Head



The Christian Education Project
Serving Schools, Inspiring Minds, Exploring Faith

www.christianeducationproject.org.uk

CHRISTIAN EDUCATION PROJECT

Year ended 30 September 2021

CHARITABLE COMPANY INFORMATION

Trustees

Mr K Gardner (Chair)	
Rev C Halm	Appointed 26 May 2021
Mrs V Hayden	
Ms Y Hurley	
Mrs S Read	
Mr M Williamson	

Company Secretary

Mr M Williamson

Registered Company Number	02534646 (England & Wales)
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Registered Charity Number	1012480
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Principal Address & Registered Office	Clayhall Baptist Church 62 Harewood Drive Clayhall Ilford, Essex IG5 0PH
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Independent Examiner	Sylvia Lambden Calculus Accountants and Tax Advisers Ltd 5 Priory Road Loughton, Essex, IG10 1AF
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Bankers	Barclays Bank PLC Barclays Business Centre 50 Pall Mall London SW1 1QS
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Year ended 30 September 2021

The Trustees of the Christian Education Project (the Project) present their annual report, together with the financial statements, which have been independently examined for the year ended 30 September 2021.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019

Legal framework

The Project is a charitable company limited by guarantee as defined by the Companies Act 2006.

The Trustees who are also directors of the charity have prepared the report to meet the requirements for a directors' report and accounts for Companies Act purposes. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006 and the company's Memorandum and Articles of Association approved by the membership on 11 October 2015.

Strategic aims and objectives

In accordance with the Memorandum and Articles of Association, the objects are as set out in the Mission Statement. The Project was established in 1991 to serve the schools in Redbridge by sharing the Christian faith in the delivery of age-appropriate lessons and assemblies that enable the schools to comply with the Christian aspects of the RE Syllabus.

The Project works by invitation only and during the year under review, worked in many schools across the Borough; from Nursery to Sixth Form. However, because of the impact of the COVID-19 restrictions in schools, which meant that most interactions were done digitally, it is not possible to give an accurate figure for the number of schools the Project worked with. Nevertheless, it is likely that the total number of schools is not different from the 53 in the previous year.

The Project actively seeks to partner with local churches, their leaders and youth workers in its engagement with their local schools. Where possible during the COVID-19 restrictions the Project workers have continued to network with other Christian Schools Workers. Sadly the prayer group that supports the Project has not been able to meet during the COVID-19 restrictions but plans are in place to restart these meetings in the very near future.

As noted in last year's report, the Trustees together with the Team have held an 'Awayday' on 8 September 2021 to review the aims and work of the Project. A Strengths, Weaknesses, Opportunities and Threats analysis was also carried out. In particular, the Trustees have expanded the Mission Statement to read, "Serving Schools, Inspiring Minds, Exploring Faith" as we believe that this better reflects the aims of the Project in the current educational climate.

Year ended 30 September 2021

During the year the Project celebrated its 30th Anniversary and a service of thanksgiving and re-commissioning was held on Saturday, 25 September 2021 at which the expanded Mission Statement was revealed.

Public Benefit

The Trustees are aware of the public benefit guidance from the Charity Commission and consider that the activities of the Project under the strapline "Serving Schools; Inspiring Minds; Exploring Faith" fully meets the Commission's guidance. The Trustees consider that the activities outlined in the Achievements section below are consistent with providing public benefit for the following reasons:

- The Project offers schools across the Borough access to free teaching sessions across the Religious Education syllabus; including major Christian festivals, delivered by competent members of the team to a high professional standard;
- Our mentoring programme has been well received by the schools in which we have operated and helps children cope with the stresses and strains of the pandemic.
- Our transition lessons have again been appreciated by the Year 6 pupils in their preparation for secondary schools.
- Our GCSE revision videos cover a wide range of topics in the syllabus and have been viewed many times during the year.

Achievements and performance in the year

The 2020-2021 academic year, much like its predecessor, was shaped by the coronavirus pandemic and its repercussions. Many of these have been frustrations, yet still others have proved to be opportunities. In all, the Project has shown tenacity, flexibility, and resilience in finding ways to fulfil our mission statement with the schools of Redbridge and at times beyond its borders in spite of circumstances.

As previously noted above, in Strategic aims and objectives, unlike in other years, it is difficult to make assertions about the number of schools served. However, we know that we produced an offer for school of which we are proud and from feedback it was widely engaged with and found to be greatly beneficial.

Some tangible highlights of our work this academic year include:

- Filming a guided tour of Holy Trinity, South Woodford, with the Revd. Abi Todd in October 2020 as a substitute for normal church visits. Feedback from this came from across the Borough and was extremely popular.
- A takeaway Christingle campaign in December where boxes filled with oranges, sweets, candles and other necessary Christingle making equipment were delivered to 57 classes in 14 schools meaning that over 1,700 local children were able to learn about and make their own Christingle accompanied by a CEP tutorial on YouTube.
- Our usual Christmas offerings including assemblies for Advent and Christmas and a 'knitted nativity' workshop for which we have a combined total of 1,700 views on YouTube to date and again received extremely positive feedback from schools.

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2021

- "CEP in conversation" which replaced the GCSE revision conference by filming zoom conversations with a range of Christian leaders on every aspect of the GCSE syllabus. Participants included local church leaders, academics, campaigners and charity managers and authors from as far away as Alabama and Palestine. Many of these videos are already on YouTube where they have been well received and viewed over 2,000 times at the time of writing.
- A series of four pre-recorded lessons and assemblies for Easter which have been viewed over 700 times at the time of writing and involved a local vicar.
- A transition workshop campaign in the summer which was our biggest ever and involved the distribution of 2,000 copies of 'Higher Things' an information and activities booklet produced 'in house' and focussing on transition to secondary school with Redbridge pupils specifically in mind. During the summer term, we were able to attend many of the schools and deliver the workshops in person.
- Team building and outdoor activities workshops with over 900 pupils in the summer allowing pupils to have some fun and unwind after a challenging year.
- Year 9 retreats at Ursuline Academy, Ilford which were delivered in conjunction with a local Youth Worker.
- A weekly mentoring programme in 3 schools where 30 pupils in total were able to work either one to one or in small groups with a schools worker and navigate some of the emotions and concerns stemming from the pandemic.
- In the Autumn term 2021, we were welcomed back into many of our schools and delivered 49 Harvest assemblies in 19 schools. 42 of these were in person and 7 were live on zoom.
- Another highlight of the Autumn 2021 term was a series of lessons in Mayespark Primary School where we worked with Year 2 every week for 6 weeks exploring a unit entitled 'How do the stories of Jesus inspire Christians?'

As ever, it is worth noting that these are just some of the highlights from what has been another extremely busy year for the team and it is encouraging to see that the Project has managed to share what Christians believe in more schools and with more children over the last year than we could previously have thought possible given the ongoing situation with coronavirus; the Trustees believe that this is an indication of the advantages of increasing the staff above 2 full time equivalent (FTE) schools workers.

Staff Changes

After her maternity leave during most of 2020, Heather Webb returned to the Project in October 2020 and took her accrued annual leave. She returned to schools' work in November 2020.

During the 3rd Lockdown (between January and March 2021), the team were placed on furlough part time as schools were closed. Hours changed on a monthly basis depending on demand.

During this time, Heather Webb asked for and was granted a period of unpaid compassionate leave. She returned to work 0.5 FTE in September 2021.

Sam Lockstone also asked for and was placed on unpaid compassionate leave during September and October 2021.

Velisha Lynch started her maternity leave in November 2021 and was replaced by Sam Lockstone (0.2 FTE) and Ashley Faria (0.2 FTE) a qualified and experienced teacher who is familiar with the Project through his work in Redbridge schools.

Year ended 30 September 2021

Impact of Coronavirus

As noted in the Achievements paragraphs above the Project has been working within a changing environment of lockdowns and other restrictions as a result of the COVID-19 pandemic. Consequently the Trustees and Project Leader have been constantly reviewing the impact that the crisis continues to have on the Project.

Factors that may impact the Project detrimentally in the future include a drop in donations and other voluntary income and limitations to meet and engage with donors and churches due to social distancing. The Trustees are thankful for the level of support and interest in the Project currently being seen across both churches and individuals.

The Project Leader and Trustees have been working to comply with Government guidance in developing a series of mitigating factors including:

- Staff continue to have limited access to the office and work from home where this is practical;
- As noted above the Project continued to use the furlough scheme on a part time basis when schools were closed or work was halted due to the pandemic;
- We have worked to maintain a "COVID Secure" office space in line with Government, local authority, and Clayhall Baptist Church (CBC) requirements as these have changed during the period under review. This has limited the number of staff within the office at any one time and increased our cleaning routines;
- The Trustees consider that there is a minimal reduction in productivity with the schools' team working from home when not on furlough;
- As noted above the Project has developed a range of pre-recorded assemblies for distribution to schools where a physical presence was not possible;
- The Project Leader continues to liaise with schools and ensures that the Project complies with their risk assessments for any planned visits.

The Trustees continue to monitor the response to this ongoing situation and will continue to act in a manner that both protects staff and limits the risk to the ongoing success of the Project. As noted below under Financial Outlook the Trustees are confident that the preparation of these financial statements under the going concern basis is appropriate given the current situation.

Future plans

As noted in last year's report, the Trustees aim at the present is to continue to consolidate the work of the Project across the Borough's schools particularly as schools recover from the impacts of COVID-19. The Project is also consciously looking to engage with a number of schools that the Project has not been in recent contact with, as well as seeking to continue to engage with the Borough's secondary schools, especially around the Religious Education GCSE.

Following the success of the Project's own "Higher Things" Secondary Transition booklet and lesson we are planning a similar campaign in 2022. The Trustees will again be seeking additional targeted donations to fund this campaign.

The impact of COVID-19 on Schools has meant that making plans for the future has been much more difficult than in previous years, but the Trustees are also clear that we have seen God's favour over this difficult time. As noted in the Achievements section, Schools greatly value the work of the Project. Given our ability to be highly flexible and a free

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2021

resource to Schools who are also facing severe financial difficulties, demand for our services is still very high and there seems little indication that it will not continue to outstrip our ability to support them.

As a consequence, Trustees are continuing to keep the Project Workers staffing at around the 2.0 FTE level and are continually looking at how this can be expanded within the financial constraints that the Project currently faces. Once both the situation in schools and the Project's long term financial position become clearer the Trustees will again consider how to expand the Team using the Third Worker Fund, although probably over a longer lead time to ensure that we can raise additional funds to cover the expansion.

One area that the COVID-19 crisis has highlighted is the need for the Project to put additional resources into our digital presence, including making more use of our Facebook page <https://m.facebook.com/TheChristianEducationProject> and also our new YouTube channel www.youtube.com/christianeducationproject which contains our new series of interviews relevant to the Religious Education GCSE.

This is both in terms of updating and expanding our website to make it more accessible, as well as developing our ability to provide short videos on relevant topics including working with local churches on virtual tours of their buildings.

Financial review

Financial results for the year

We continue to be grateful to our faithful supporters, both churches and individuals, who have continued to pray for and donate to the Project during an increasingly challenging economic environment.

The income for the year amounted to £77,565 (2020: £74,549) and expenditure, including management expenses amounted to £81,025 (2020: £87,796) resulting in an operational deficit of £3,460 (2020: £13,247).

The income was boosted, this year, by the receipt of £12,000 (2020: £17,000) from the Government's CJRS. During the financial year we again made use of the scheme when the schools were closed and we placed the relevant staff on furlough either full or part time depending on the changing circumstances and regulations.

We have continued to drawdown the employment costs in excess of 2 FTE staff from the Third Worker Fund. This is a Designated Fund established by the Trustees as a means of funding possible expansion to a full time third schools' worker. The Transfer this year was £6,000 (2020: £8,007) and details are set out in Note 12.

The Trustees have transferred £7,502 (2020: £7,500) from the Administration Fund to contribute to the employment and related costs of the office. The fund is now extinguished and details are set out in Note 12

While the Statement of Financial Activities (SOFA) shows a deficit on unrestricted operations after these planned transfers there was a surplus of £9,967 (2020: £2,421) on the General fund. This is much better than anticipated by the Trustees when the budget was revised during the year.

Therefore, the final result for the General Fund was a reserves balance of £26,558 (2020: £16,591).

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2021

The Trustees appreciate that the ability to maintain a Schools work team at its current level is dependent on being able to cover our operational costs with a stable income of donations from either Churches or Individuals. In the light of the current pandemic and the funding shortfall shown in the budget for 2021/22 the Trustees now expect it will take a longer time to reach a schools' work team of 3 FTE. Therefore, the drawdown of the Third Worker fund will take longer than originally anticipated.

As noted above the continued employment of three schools workers after the Designated Fund is exhausted will be dependent on an increase in giving from our core supporters.

The Trustees are grateful to CBC for their continued support of the Project. CBC believes the Project's work is consistent with their ministry to the local community. Therefore they make no charge for the use of a room at the Church.

The Schools Transfer campaign "Higher Things", reported on in the 2020-21 review, operated at a surplus this year £88 (2020: £(444)). Therefore there is no need for a transfer from the General Fund to that Restricted Fund this year (2020: £444).

Reserves policy

The Trustees carried out a review of the level and calculation of the Project's reserves as at the year end. The reserves policy has in the past been set on the basis of three months of the forecast expenses for the following year. This approach results in a target reserve balance, on the General fund, of around £20,000 as at the year end. The Trustees believe that, this level continues to be appropriate in most circumstances. However the Trustees have decided to hold a larger balance in the short term.

All the reserves are held in cash either at the Project's bank or in a related money market investment account to which the Trustees have almost instant access.

As well as seeking to maintain a General fund the Trustees have in the past designated unrestricted funds for future opportunities and the expansion of the Project.

The year-end balance on the General fund is 133% of the target level following the Trustees review. The Trustees consider that whilst this level is above our policy balance it represents a satisfactory amount after considering the Designated funds, their liquidity and our future plans.

Designated Funds

At the year end the Project had utilised the balance held at the start of the year of £7,502 in the Administration fund. This fund was a designation of legacy money received in earlier years and has been used to cover the employment and related costs of our administrator. The Trustees do not anticipate re-instating this fund and details are given in Note 12.

The Third Worker fund represents designated funds for the employment of a third schools worker. The Project has drawn down employment costs in excess of 2 FTE schools' workers and details of this drawdown and the balance are given in Note 12.

Restricted Funds

Any funds that are restricted by the donor at the time of the gift are held in Restricted funds and only utilised for the specific purpose.

As noted in the financial review the Schools Transfer "Higher Things" campaign has operated at a surplus this year after a deficit in the last two years. Therefore there is a

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2021

balance of £88 to be carried forward. The Project anticipates a similar campaign next year and will be requesting the necessary funds from churches and supporters.

At the year end the Project held £146 (2020:£159) in a restricted fund for website development. As noted above the Project is intending to update its website during the next year and therefore the balance is likely to be extinguished during 2022.

The Trustees monitor the balances of all the funds it holds and sets out in Note 12 to the accounts the anticipated usage of the year end balances.

As noted above the Trustees appreciate the challenge posed by the COVID-19 pandemic and will seek to maintain sound financial management while ensuring the Project achieves its objectives.

Principal funding sources

Funding is provided by churches of all denominations across the Borough with whom contact is maintained through the appointment of "key people" and by taking up opportunities to talk to church groups and congregations. Financial assistance is also given by means of personal donations, fund-raising activities and grants. The Project does not raise funds from the public and continues to offer its services free to schools.

The Project needs to expand its supporter base among both churches and individuals in the Borough and has launched a scheme called "Friends of CEP" to encourage regular committed giving from individuals. The Trustees and the Project Leader are seeking to expand the use of the scheme. The Project set up a text giving service so that supporters can donate £3 by texting CEP to 70085, and are looking at ways to publicise this further among churches. In addition, the Trustees have purchased a cashless terminal to aid one off giving by individuals during church visits. The Trustees hope that these new ways will be a means of expanding support and eliminating the current funding gap.

Financial outlook

As noted above it is encouraging to report a surplus on the General fund this year of £9,941 (2020: £2,421) after the planned transfers from the Administration and Third Worker Funds mentioned above. As a result, the General fund is £26,558 (2020: £16,591). As noted under the reserves policy this means that the General fund is now at 133% (2020:83%) of the Trustees preferred reserves balance.

In the light of the pandemic, and its expected impact on both the churches and individuals who support the Project, the Trustees have decided to accept a deficit budget in the forthcoming year. The Trustees will continue to seek additional sources of funds from trusts and other grant making bodies for parts of our activities. The Trustees are seeking to re-balance the financial stability of the Project over the next two to three years so that we can maintain our services for local schools. However, this will require an increase in regular giving from our current supporters and a widening of the base so that we can confidently move forward after the pandemic.

The Trustees consider that the charity is a going concern having reviewed the budget and associated cash flow for the following 2 financial years. The Trustees will continue to ensure that the Project is based on sound financial principles.

Structure framework and management

Helen Mullis Kunda, the Project Leader, has now been with the Project for over three years, having been appointed in September 2018. The team also includes three part-time members of staff who work between 1 and 3 days per week. During the year under

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2021

review when the staffing rose above 2 FTE the excess costs were withdrawn from the designated Third Worker Fund.

Following Velisha Lynch commencing her maternity leave in November 2021, the Project recruited Ashley Faria to provide one working day per week during her maternity leave.

Consequently, during maternity leave the Project Workers staffing is unlikely to rise above 2 FTE and therefore the Trustees are not expecting to withdraw a material amount during the next financial year from the Third Worker designated fund.

The team are also supported by a part-time administrator, Joanne Waterfield, which enables the other members of the team to concentrate their efforts in the schools. Following David Wyatt's resignation as a Trustee in August 2020 the Trustees agreed that Martin Williamson takes on the role of Secretary to the Project.

The majority of the work within schools is performed by the Project Workers; however as noted above, the Project seeks to work with local churches and youth workers where appropriate. There is also the possibility of making more use of volunteers and the Trustees are continuing to look at ways in which trained volunteers could be used to assist with the delivery of the Project's work among the Borough's schools. To date this has not been material to the delivery of the work.

The Trustees of the Project are also directors of the limited company and details of the Trustees serving during the year are shown in Charitable Company Information details on page 3.

Recruitment and appointment of new Trustees

The current Trustees have the power under the Memorandum and Articles of Association to recruit and appoint additional Trustees. New Trustees serve until the next AGM when they retire and are eligible offer themselves for re-election.

The Trustees are keen to expand the skills base of the Trustees and are continuing their search for additional members to assist with the development and mission of the Project. To assist the recruitment prospective Trustees are asked to complete a "skills audit" questionnaire along with a summary of their personal faith and career. All candidates have to complete a Disclosure and Barring Services (DBS) check before their appointment is confirmed.

Rev Claude Halm was appointed as a Trustee on 26 May 2021 he brings new connections to local churches and diversity to the Trustees. After this date no additional Trustees have been appointed during the year under review or to the date of this report.

All new Trustees go through an induction process to familiarise themselves with the organisation, their duties and legal responsibilities.

The Treasurer reports on applicable Charity Commission and other pronouncements at the regular Trustee meetings.

Chair of Trustees

During the year Mr Keith Gardner has acted as Chair of Trustees.

Retirement of Trustees

Mrs V Hayden and Mrs Su Read retire by rotation and being eligible offer themselves for re-election at the AGM.

Rev C Halm having been appointed after the last AGM retires and being eligible offers himself for re-election.

Year ended 30 September 2021

Decision making structure

The Trustees usually meet bi-monthly to receive the Project Leader's report on the activities undertaken and to review the financial position of the charity and its progress compared with the yearly plan. During the pandemic meetings have been held electronically until October 2021 and thereafter in person.

The Trustees have developed a series of policies covering all material aspects of the Project's activities. These are reviewed by the Trustees on an agreed rotational basis so all policies are updated on a regular basis.

The Trustees have set a pay policy for the staff and use this as part of the annual salary review together with relevant key indicators.

Governance Code

The Trustees take the obligations and principles of the Governance Code (code) which was reviewed last year seriously and seek to ensure that they guide the Project in line with its seven principles and thereby ensure that the Project is well managed and effective. The principles are; organisational purpose; leadership; integrity; decision making, risk and control; board effectiveness; diversity; and openness and accountability.

The Trustees are confident that they have an understanding of their legal responsibilities and are aware of the code and its implications for the ongoing processes and procedures used in the management and governance of the Project. The Trustees are not aware of any material shortcomings against the code.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed; annually The Trustees' review identifies risks relating to

- Governance Risks
- Operational Risks
- Financial Risks
- External Risks
- Regulatory Risks

During the year the Trustees reviewed the current policies and carried out the review of the risks to which the charity is exposed and the control procedures to mitigate the risks. As a result the Trustees believe that appropriate controls are in place, after recognition of the Project's size, staffing and complexity, and thereby provide reasonable assurance against fraud and error.

Membership of the company

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of a winding up. At present there are 28 (2020 – 28) members of the company. The current members are either the Trustees or supporting churches with a named representative. Membership is open to other individuals or organisations that apply, and are approved by the Trustees acting as directors of the company.

Independent Examiner

Ms Sylvia Lambden of Calculus Accountants was appointed as the charity's Independent Examiner on 11 July 2017 and remains in post. The Trustees have indicated that they do not intend to review the appointment of Independent Examiner until after 2022.

Year ended 30 September 2021

Trustee responsibilities

The 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 state of affairs of the charity and of the incoming resources and application of resources during the year then ended.

In preparing those financial statements, the Trustees should follow best practice and are required to:

- select suitable accounting policies and then apply them consistently;
- observe methods and principles in the Charities SORP;
- 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 assume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 2011. The Trustees are also responsible for safeguarding the charity's assets and hence for taking reasonable steps towards the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included in Christian Education Project website. Legislation in England and Wales governing the preparation and dissemination of financial statements and other information included in Annual Reports may differ from legislation in other jurisdictions

Compliance with laws and regulations

The Trustees have established policies and procedures designed to ensure that it complies with all material laws and regulations in relation to the charitable company's operations and activities. The Trustees are not aware of any significant non-compliance with laws and regulations relevant to the charity or its operations.

The report of the directors has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

This report was approved by the Trustees on 12 January 2022 and signed on its behalf by:



K Gardner

Chair

CHRISTIAN EDUCATION PROJECT INDEPENDENT EXAMINERS REPORT

Year ended 30 September 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2021 which are set out on pages 15 to 28.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

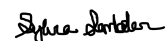
Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

The Examiner's relevant professional qualification or body is Association of Chartered Certified Accountants.



Sylvia Lambden FCCA
Calculus Accountants and Tax Advisers Limited
5 Priory Road
Loughton
Essex
IG10 1AF

The date upon which my opinion is expressed is: - 12 January 2022

CHRISTIAN EDUCATION PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
(Including Income and Expenditure Account)
For the year ended 30 September 2021

		Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
	Notes				
Income from					
Donations and legacies	2(a)	57,470	650	58,120	53,420
Grants	2(b)	13,986	-	13,986	17,073
Fundraising	2(c)	1,576	-	1,576	-
Investment income	2(d)	11	-	11	383
Charitable activities	2(e)	-	-	-	396
Other	2(f)	3,872	-	3,872	3,277
Total income		<u>76,915</u>	<u>650</u>	<u>77,565</u>	<u>74,549</u>
Expenditure on					
Charitable activity					
Schools work	3	80,450	575	81,025	87,796
Total expenditure		<u>80,450</u>	<u>575</u>	<u>81,025</u>	<u>87,796</u>
Net income/(expenditure)	4	(3,535)	75	(3,460)	(13,247)
Transfer between funds	12	-	-	-	-
Net movement in funds for the year		<u>(3,535)</u>	<u>75</u>	<u>(3,460)</u>	<u>(13,247)</u>
Reconciliation of funds:					
Total funds brought forward		92,570	159	92,729	105,976
Total funds carried forward		<u>89,035</u>	<u>234</u>	<u>89,269</u>	<u>92,729</u>

All income and expenditure derive from continuing activities

The accompanying notes on pages 18 to 28 are an integral part of these financial statements

CHRISTIAN EDUCATION PROJECT
BALANCE SHEET
Company number 02534646
For the year ended 30 September 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible fixed assets	8	124	389
Current assets			
Debtors	9	622	859
Cash at bank and in hand	10	<u>91,563</u>	<u>94,643</u>
		<u>92,185</u>	<u>95,502</u>
Creditors: amounts falling due within one year	11	<u>(3,040)</u>	<u>(3,162)</u>
		<u>(3,040)</u>	<u>(3,162)</u>
Net current assets		89,145	92,340
Net assets		<u>89,269</u>	<u>92,729</u>
Represented by:			
Unrestricted revenue fund- general	12a	26,558	16,591
Unrestricted revenue fund- designated	12b	<u>62,477</u>	<u>75,979</u>
Total unrestricted funds		<u>89,035</u>	<u>92,570</u>
Restricted funds	12c	234	159
Total funds		<u>89,269</u>	<u>92,729</u>

The accompanying notes on pages 18 to 28 are an integral part of these financial statements

CHRISTIAN EDUCATION PROJECT

BALANCE SHEET

Company number 02534646

For the year ended 30 September 2021

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2021 and of its net resources expended for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies' subject to the small companies regime

The Trustees acknowledge their responsibility for ensuring the charity keeps proper accounting records in accordance with the requirements of the Charities Act 2011 as more fully set out in the statement of Trustees' responsibilities in the Trustees' Report

The financial statements on pages 15 to 28 were approved by the Board of Trustees on 12 January 2022 and were signed on their behalf by:



M Williamson

Trustee

1 ACCOUNTING POLICIES

Christian Education Project is a private charitable company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 3 of these financial statements. The nature of the charity's operations and principal activities are set out in the Trustees Annual Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2019.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound sterling.

Following the transition to FRS 102 for the first time in 2017 all the accounting policies have been reviewed and aligned with the new accounting standard. These policies have been applied consistently to all years presented unless otherwise stated.

The principle accounting policies and estimation techniques are as follows:

a) Income

All income is included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to them as income, ultimate receipt is probable and the amount to be recognised can be quantified with reasonable accuracy.

- i) Donations received are included in full when receivable
- ii) Grants are recognised in the financial statements in the year in which they are receivable
- iii) Fundraising represents amounts received in respect of the Gift Day and fundraising events for supporters and friends.
- iv) Legacy income is recognised when the amounts can be quantified with reasonable accuracy and there is a probable likelihood of receipt

b) Expenditure

Expenditure is included on the accruals basis and is inclusive of Value Added Tax. It has been classified in the SOFA under charitable activities.

- i) All costs are allocated to the charitable activity represented by Schools work to reflect the resources utilised.

c) Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Fixtures and fittings	- 15% on cost
Computer equipment	- 33% on cost

1 ACCOUNTING POLICIES (continued)

d) Cash and cash equivalents

Cash represents cash in hand plus bank balances immediately available to the charity. Cash equivalents are bank balances held on short term deposit available to the charity at up to 3 months' notice.

e) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure

f) Taxation

The charity is exempt from corporation tax on its charitable activities

g) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal

h) Pension costs

Contributions to the charity's pension scheme, which is a defined contribution scheme, are charged to the SOFA in the period to which they relate.

i) Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern

i) Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires the Trustees to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the Statement of Financial Position date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements.

Other key sources of estimation and assumptions:

i) ***Tangible fixed assets*** Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation, product life cycles and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

ii) ***Allocation of administration costs*** A proportion of expenditure is either not directly attributable to the charitable activity of schools work or relates to the central administration of the charity. The Trustees consider that all support costs should be allocated to the charitable activity.

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2021

	2021 £	2020 £
2 Income from		
a) Donations and legacies		
Donations	58,120	53,420
Legacy income	-	-
	<u>58,120</u>	<u>53,420</u>

Included in donations are amounts totalling £ 650 (2020- £1,156) which are Restricted Funds as the donors have described that these funds are to be expended on:

	2021 £	2020 £
Transition workshop programme	<u>650</u>	<u>1,156</u>

Included in donations are the following aggregated amounts given by the Trustees and connected individuals. Amounts given by Churches connected to the Trustees have been excluded (Note 15)

Total donations	<u>3,647</u>	<u>3,086</u>
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b) Grants

Bishop of Barking Discretionary Fund	1,500	-
Coronavirus Job Retention Scheme	12,236	17,073
Brewin Dolphin Limited	250	-
	<u>13,986</u>	<u>17,073</u>

All grants received in the current and prior year are for Unrestricted Funds.

c) Fundraising

Fundraising in support of Charitable activities	<u>1,576</u>	<u>-</u>
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All fundraising in 2021 was for Unrestricted Funds and resulted from the Gift Day held in November 2020

In 2020 the Project was unable to hold any Fundraising events due to the Covid-19 pandemic.

The charity does not use a professional fundraiser or collect from the General Public.

d) Investment Income

	2021 £	2020 £
Deposit account interest	<u>11</u>	<u>383</u>

All deposit account interest is allocated to the Unrestricted Funds

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2021

2 Income from (continued)

	2021 £	2020 £
e) Charitable activities		
GCSE revision conference	-	396

All the Charitable activities income is allocated to Unrestricted Funds

f) Other

Sundry income	3,872	3,277
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All sundry income is allocated to Unrestricted Funds

3 Expenditure on

Charitable activity - schools work

	2021 £	2020 £
Staff costs (note 7)	74,910	79,316
Staff expenses	180	1,234
Fundraising expenses	172	-
Charitable activities GCSE revision conference	-	471
Direct costs	75,262	81,021
Allocated support costs (note 5)	5,763	6,775
	81,025	87,796

All Direct costs shown above are charged to Unrestricted Funds. An analysis of the Support costs between Unrestricted and Restricted Funds is shown in note 5

4 Net Income/(expenditure)

	2021 £	2020 £
Net resources are stated after charging/(crediting)		
Independent examiner's fees - Examination fee	585	585
Depreciation-owned assets	265	304

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2021

5 Support costs allocation

2021
£

2020
£

The following support costs have been allocated to the charitable activity of schools work.

Insurance	728	711
Telephone & communications	1,295	1,242
Printing, postage & stationery	951	2,353
Sundries	1,318	855
Computer equipment	759	733
Website development	13	161
Bank charges	114	135
Governance costs:		
Accountancy	585	585
	<u>5,763</u>	<u>6,775</u>

All the above support costs relate to the Unrestricted Funds apart from the following amounts which are charged to the following Restricted Funds:

Transition workshops

Printing, postage & stationery	<u>562</u>	<u>1,600</u>
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Website development

Website development	<u>13</u>	<u>161</u>
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6 Trustee Remuneration Benefits and Expenses

There were no trustees' remuneration or other benefits for the year ended 30 September 2021 nor for the year ended 30 September 2020

Under the terms of the company's Memorandum and Articles of Association the directors cannot draw remuneration for their services

The Trustees take responsibility for planning, and controlling the activities of the entity, which is performed on a day to day basis by the Project Leader and staff. Therefore the Trustees are key management personnel.

Trustees' expenses

There were no trustees' expenses paid for year ended 30 September 2021 nor for year ended 30 September 2020

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2021

7 Staff Costs

	2021	2020
	£	£
Wages and salaries	69,338	73,319
Social security costs	4,341	4,650
Other pension costs	1,231	1,347
	<u>74,910</u>	<u>79,316</u>

The staff costs shown above are charged to the Unrestricted Funds.

No employee received emoluments in excess of

£60,000

Pension costs all relate to defined contribution schemes whose assets are held outside the charitable company.

The average monthly number of employees during the year was as follows:

	2021	2020
	Number	Number
Charitable activity	<u>5</u>	<u>5.7</u>
Full time equivalent - charitable activity	<u>2.5</u>	<u>3.3</u>

8 Tangible Fixed Assets

	Fixtures & Fittings	Computer Equipment	Total
	£	£	£
COST			
At 1 October 2020	8,101	4,614	12,715
Additions in year	-	-	-
	<u>8,101</u>	<u>4,614</u>	<u>12,715</u>
At 30 September 2021	8,101	4,614	12,715
DEPRECIATION			
At 1 October 2020	(8,101)	(4,225)	(12,326)
Charge for the year year	-	(265)	(265)
	<u>(8,101)</u>	<u>(4,490)</u>	<u>(12,591)</u>
At 30 September 2021	(8,101)	(4,490)	(12,591)
NET BOOK VALUE			
At 30 September 2021	-	124	124
At 30 September 2020	-	389	389

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2021

9 Debtors: Amounts falling due within one year			
	2021	2020	
	£	£	
Other debtors	<u>622</u>	<u>859</u>	
10 Cash at bank and in hand			
	2021	2020	
	£	£	
CCLA deposit account	81,221	84,710	
Barclays plc current and deposit accounts	<u>10,342</u>	<u>9,933</u>	
	<u>91,563</u>	<u>94,643</u>	
11 Creditors: Amounts falling due within one year			
Taxation and social security	684	611	
Accruals	<u>2,356</u>	<u>2,551</u>	
	<u>3,040</u>	<u>3,162</u>	
12 Movement in Funds			
	At 1 October 2020	Net movement in funds	At 30 September 2021
	£	£	£
Unrestricted funds			
a) General fund	16,591	9,967	26,558
b) Designated funds			
Third worker	68,477	(6,000)	62,477
Administration	<u>7,502</u>	<u>(7,502)</u>	-
	<u>92,570</u>	<u>(3,535)</u>	<u>89,035</u>
c) Restricted funds			
Transition workshops	-	88	88
Website development	<u>159</u>	<u>(13)</u>	<u>146</u>
	<u>159</u>	<u>75</u>	<u>234</u>
TOTAL FUNDS	<u>92,729</u>	<u>(3,460)</u>	<u>89,269</u>

12 Movement in Funds (Continued)

Net movement in funds included in the above are as follows:

	Income £	Expenses £	Transfers £	Movement in funds £
Unrestricted funds				
General fund	76,915	(80,450)	13,502	9,967
Designated funds				
Third worker	-	-	(6,000)	(6,000)
Administration	-	-	(7,502)	(7,502)
	76,915	(80,450)	-	(3,535)
Restricted funds				
Transition workshops	650	(562)	-	88
Website development	-	(13)	-	(13)
	650	(575)	-	75
TOTAL FUNDS	77,565	(81,025)	-	(3,460)

Unrestricted funds***General fund***

The General fund represents the unrestricted funds that the Trustees can spend on the charity's aims and objectives. The Trustees consider that a balance of three months expenses represents the level of reserves that the charity should seek to maintain. At the year end the balance represents approximately 133% of this figure.

Designated funds

These are held by the Trustees and the funds are expected to be utilised as follows:

Third worker

The balance brought forward represents the Trustees estimate of the funds needed to increase the schools work team to three for approximately three years. The movement in the year represents the excess employment costs above two full time schools (FTE) workers. The Trustees intend to continue to drawdown the excess costs above two FTE.

Administration

The opening balance represented the estimated administration costs for a year. The funds were transferred to the General Fund during the year and the Trustees do not intend to re-instate the fund in the near future.

Restricted funds

The Trustees have reviewed the balances on the restricted funds at 30 September 2021 and are expecting these funds to be utilised as follows:

Transition workshops

This fund is used to purchase books which are distributed to Year 6 pupils towards the end of the summer term. This activity was generously funded in the year by supporters. The project anticipates continuing the distribution in the coming year and will again be appealing for funds from supporters to fund the distribution in summer 2022

Website development

The Trustees are examining ways in which communications with supporters can be digitised and expect to use the balance for this purpose over the next year.

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Current year			
Fixed assets	124	-	124
Cash and current investments	91,329	234	91,563
Other current assets	622	-	622
Creditors within/less than one year	(3,040)	-	(3,040)
Provisions/pensions	-	-	-
	<u>89,035</u>	<u>234</u>	<u>89,269</u>
Prior year			
Fixed assets	389	-	389
Cash and current investments	94,484	159	94,643
Other current assets	859	-	859
Creditors within/less than one year	(3,162)	-	(3,162)
Provisions/pensions	-	-	-
	<u>92,570</u>	<u>159</u>	<u>92,729</u>

14 Contingent Liabilities

There were no contingent liabilities at the year end (2020 £nil)

15 Related Party Transactions

The Trustees are aware of the following donations received from supporting churches with which the named Trustee has a link

Trustee	Church	Position	2021 £	2020 £
M Williamson	All Saints Woodford Wells	Trustee	-	4,000

Mr Williamson resigned as a Trustee of All Saints Woodford Wells on 18 October 2020. In December 2020 All Saints Woodford Wells made a donation of £4,000 to the Project.

16 Post balance sheet event

There are no post balance sheet events which need to be noted or adjusted for in these accounts.

17	Financial instruments		
		2021	2020
		£	£
	The charity's financial instruments may be analysed as follows:		
	Financial Assets		
	Financial Assets Measured at Amortised Cost		
	Trade debtors	-	-
	Other debtors	622	859
	Cash and cash equivalents	91,563	94,643
	Total Financial Assets	<u>92,185</u>	<u>95,502</u>
	Financial Liabilities		
	Financial Liabilities Measured at Amortised Cost		
	Trade creditors	-	-
	Other creditors	3,040	3,162
	Bank loans and overdrafts payable within one year	-	-
	Bank loans and overdrafts payable after one year	-	-
	Total Financial Liabilities	<u>3,040</u>	<u>3,162</u>

18	Prior year comparative Statement of Financial Activities	Unrestricted funds £	Restricted funds £	2020 Total funds £
	Income from			
	Donations and legacies	52,264	1,156	53,420
	Grants	17,073		17,073
	Fundraising	-	-	-
	Investment income	383		383
	Charitable activities	396		396
	Other	3,277		3,277
	Total income	73,393	1,156	74,549
	Expenditure on			
	Charitable activities			
	Schools work	86,035	1,761	87,796
	Total expenditure	86,035	1,761	87,796
	Net income/(expenditure)	(12,642)	(605)	(13,247)
	Transfer between funds	(444)	444	-
	Net movement in funds for the year	(13,086)	(161)	(13,247)
	Reconciliation of funds:			
	Total funds brought forward	105,656	320	105,976
	Total funds carried forward	92,570	159	92,729

All the restricted funds income and expenditure shown above relate to Transition workshops; apart from £161 of expenditure on website development

CHRISTIAN EDUCATION PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 September 2021

	Unrestricted funds £	Restricted funds £	2021 Total Funds £	2020 Total Funds £
INCOMING RESOURCES				
Voluntary income				
Donations	57,470	650	58,120	53,420
Grants	13,986	-	13,986	17,073
Fundraising	1,576	-	1,576	-
Charitable activities	-	-	-	396
	<u>73,032</u>	<u>650</u>	<u>73,682</u>	<u>70,889</u>
Investment income				
Deposit account interest	11	-	11	383
Sundry income				
Sundry income	<u>3,872</u>	<u>-</u>	<u>3,872</u>	<u>3,277</u>
Total incoming resources	<u>76,915</u>	<u>650</u>	<u>77,565</u>	<u>74,549</u>
RESOURCES EXPENDED				
Charitable activities				
Wages	69,338		69,338	73,319
Social security	4,341		4,341	4,650
Pensions	1,231		1,231	1,347
Staff training and welfare	-		-	346
Workers expenses	180		180	888
Fundraising expenses	172		172	-
Charitable activities	-		-	471
	<u>75,262</u>	<u>-</u>	<u>75,262</u>	<u>81,021</u>
Governance costs				
Accountancy	<u>585</u>	<u>-</u>	<u>585</u>	<u>585</u>
	<u>585</u>	<u>-</u>	<u>585</u>	<u>585</u>
Support costs				
Management				
Insurance	728	-	728	711
Telephone & communications	1,295	-	1,295	1,242
Printing, postage & stationery	389	562	951	2,353
Sundries	1,318	-	1,318	855
Computer equipment	495	-	495	429
Computer depreciation	264	-	264	304
Website development	-	13	13	161
	<u>4,489</u>	<u>575</u>	<u>5,064</u>	<u>6,055</u>
Finance				
Bank charges	<u>114</u>	<u>-</u>	<u>114</u>	<u>135</u>
Total resources expended	<u>80,450</u>	<u>575</u>	<u>81,025</u>	<u>87,796</u>
Net income (expenditure)	<u>(3,535)</u>	<u>75</u>	<u>(3,460)</u>	<u>(13,247)</u>

This page does not form part of the financial statements

Accounts



SERVING SCHOOLS – SHARING FAITH

CHRISTIAN EDUCATION PROJECT

A Company Limited by Guarantee

02534646 (England and Wales)

Registered charity 1012480

TRUSTEES' ANNUAL REPORT

AND FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2020

CHRISTIAN EDUCATION PROJECT

Year ended 30 September 2020

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2019-20 REVIEW

- ★ Over 110 Assemblies
- ★ Over 120 Lessons (and more lessons taught from our resources through lockdown)
- ★ 53 schools, from Nursery through to Sixth Form
- ★ Over 40,000 contacts with children and young people over the year
- ★ A GCSE Revision Conference and other breakout conferences for over 500 pupils in total
- ★ Over 700 'It's Your Move' books distributed to Redbridge Children despite lockdown
- ★ Over 1,000 teenagers reached through Prayer Spaces, lessons and conferences
- ★ What others have been saying about the work of CEP (Quotes from recent feedback forms)

"CEP regularly delivers well planned assemblies to the whole school in a refreshing way that engages and informs all pupils. We are grateful to CEP for their enthusiasm and expertise and would love for them to work with more classes as this would greatly benefit the children"

Primary Head

"The CEP are an asset to the schools in the Borough – we are lucky to have them to say the least!"

– Primary RE coordinator

"Thank you so much for today – everyone was buzzing from the session!" – Secondary School Head of RE

"Just wanted to say a big thankyou! Sam and Velisha were great – so enthusiastic and the children really enjoyed the lesson." – Year 5 teacher



"SERVING SCHOOLS – SHARING FAITH"

www.christianeducationproject.org.uk

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2020

The Trustees of the Christian Education Project (the Project) present their annual report, together with the financial statements, which have been independently examined for the year ended 30 September 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019

Legal framework

The Project is a charitable company limited by guarantee as defined by the Companies Act 2006.

The Trustees who are also directors of the charity have prepared the report to meet the requirements for a directors' report and accounts for Companies Act purposes. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006 and the company's Memorandum and Articles of Association approved by the membership on 11 October 2015.

Strategic aims and objectives

In accordance with the Memorandum and Articles of Association, the objects are as set out in the Mission Statement (Serving Schools – Sharing Faith). The Project was established in 1991 to serve the schools in Redbridge by sharing the Christian faith in the delivery of age appropriate lessons and assemblies that enable the schools to comply with the Christian aspects of the RE Syllabus. The Project works by invitation only and during the year under review, worked in 53 schools across the Borough; from Nursery to Sixth Form. This is an increase from 48 in the previous year despite the challenges of the COVID-19 restrictions in schools from March 2020.

The Project actively seeks to partner with local churches, their leaders and youth workers in its engagement with their local schools. In undertaking these aims and objectives, and in the results achieved as highlighted below, the Trustees consider that the Project fully meets the public benefit requirements as outlined by the Charity Commission.

The Project workers network regularly with other Christian Schools Workers and are supported by a prayer group who have met regularly at the Project office until the COVID-19 lockdown in March; we hope to restart these meetings once restrictions have been lifted.

During the current 2020/21 Academic Year, the Project will celebrate its 30th Anniversary and we have started to plan celebration events for around the summer of 2021; we hope to announce further details of these early in the New Year.

CHRISTIAN EDUCATION PROJECT

TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2020

Achievements and performance in the year

During a year which saw a situation unprecedented in the life of the Project, indeed in living memory, we have seen a remarkable output and still managed to achieve our charitable aims, in spite of circumstances.

During the last academic year the Project worked with over 50 schools, hosted a GCSE revision conference, ran prayer spaces, undertook over 100 assemblies and even more lessons, supported teachers and ran "It's Your Move" Primary to Secondary School transition workshops.

A review of the highlights by term is set out below:

- In the Autumn term we had a successful Harvest Assembly run and welcomed our new staff members. We engaged with churches in exciting ways in November, assisting Cranbrook Baptist with a visit from Read Academy, a private Muslim school. We also ran 2 mock weddings for Seven Kings Primary School at Gracevine Community Church. A highlight of the Christmas season was a new activity – Christingles. We made around 500 Christingles in 13 schools and they were very well received.
- An exciting highlight of the term was the second annual GCSE conference. Two schools returned and we welcomed a new third school, The Ursuline Academy, Ilford. In total around 170 pupils attended. We were also invited to run the conference at a school in Poplar and a school in Havering who couldn't attend due to the number of pupils they had and the logistics of getting them to the venue. In total then, around 500 pupils engaged with the conference. We also welcomed the Bishop of Barking and Dr Aaron Edwards of Cliff College, Derbyshire who both spoke at the conference with very positive feedback.

Another highlight was the chance for Eve Moldovan and Helen Mullis Kunda to teach a whole unit on 'Who is a Christian and what do they believe?' with Year 3 at Mayespark Primary School. They spent every Monday for 6 weeks teaching the 4 classes and it was a great opportunity to see the learning develop and cover lots of ground.

Unfortunately, the Easter season was cut short, we did manage a few assemblies but many were cancelled as the pandemic took hold and then schools shut. Before we finished we did manage a week long prayer space at Ursuline Academy on the theme of 'Women in the Bible' which was very successful.

- The Summer term was the most challenging in terms of Schools work with schools closed to most pupils for much of the term. All schools work staff were furloughed during May. Velisha Lynch, Eve Moldovan and Sam Lockstone were furloughed for the whole term. The Project Leader worked in April (which included the Easter Holidays) and supported schools with planning as well as creating PowerPoints for a Holiday Club at Home. She also carried out a pre-existing engagement for a church remotely. In June, she returned and set to work on It's Your Move. This was more successful than first feared with over 700 copies given out, a PowerPoint and video distributed to schools, 3 live sessions over Zoom and an in-person session at one school outside.
- During September the team returned part time and produced pre-recorded assemblies for Harvest and Black History Month as well as delivering a live Harvest assembly over Zoom. There was also opportunity to do assemblies live in 2 schools as well as a team building session.

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2020

As ever, it is worth noting that these are just some of the highlights from what has been another extremely busy year for the team and it is encouraging to see that the Project has managed to share what Christians believe in more schools and with more children over the last year; the Trustees believe that this is an indication of the advantages of increasing the staff above 2 full time equivalent (FTE) schools workers.

Staff Changes

Heather Webb started maternity leave in November 2019. She was replaced by Eve Moldovan (0.2) and Sam Lockstone (0.3) This was a great opportunity to see how the Project ran with 2.6 (FTE) staff members. Unfortunately it was short lived with the pandemic interrupting our work after 4.5 months.

At interview, Sam Lockstone expressed an interest in a more permanent position should one become available and after a successful few months, the Trustees offered her a one year contract extension in March, this runs from 1 August 2020 to 31 July 2021.

Eve Moldovan's contract ended on 31 July 2020 and she was thanked for her contribution to the Project, it was agreed that it was a shame that she couldn't have served her full term in schools as she had a lot to contribute to the Project.

Heather Webb returned to the Project in October 2020 and took her accrued annual leave. She returned to schools' work in November 2020.

Impact of Coronavirus

On 23 March 2020, the UK was placed into lockdown as a result of the pandemic COVID-19. Consequently the Trustees and Project Leader have been constantly reviewing the impact that the ongoing crisis is having on the Project. As noted below under Financial Outlook the Trustees are confident that the preparation of these financial statements under the going concern basis is appropriate given the current situation. Factors that may impact the Project detrimentally in the future include a drop in donations and other voluntary income and limitations to meet and engage with donors and churches due to social distancing.

The Project Leader and Trustees have been working to comply with Government guidance in developing a series of mitigating factors including:

- All staff were instructed to work from home with effect from 18 March 2020 just in advance of the lockdown,
- Where possible staff were placed on furlough under the Coronavirus Job Retention Scheme (CJRS), although staff continued to receive 100% of their salary. As the CJRS adapted some staff returned on a part time basis,
- An operational assessment was carried out of our office space, updated in the light of Government advice, to ensure that when staff return to the office they can work in a "COVID Secure" manner. The major impact is a limit on the number of staff who can work together in the office and an increase in cleaning routines,
- The Trustees consider that there is a minimal reduction in productivity with the schools' team working from home when not on furlough,
- The Project has developed a range of pre-recorded assemblies for distribution to schools where a physical presence is not possible,

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2020

- The Project Leader has liaised with schools as they return and ensured that the Project complies with their risk assessments for any planned visits,
- During the autumn term a school's worker only visits one school per day to minimise cross infections,
- A second national lockdown was introduced on 5 November but as schools were not required to shut, the Project continued to provide services to them whilst observing both National and local authority guidance and requirements,
- On 19 December London was placed into Tier 4 and a further national lockdown on 6 January, we continue to monitor the situation in order to keep our staff safe and continue with the Project's work

Future plans

In last year's report the Trustees set out our aim to continue to consolidate the work of the Project across the Borough's schools, whilst consciously looking to engage with a number of schools that the Project had not been in recent contact with, as well as seeking to continue to engage with the Borough's secondary schools, especially around the Religious Education GCSE. As noted in the Achievements section above, the Christianity Revision GCSE Conference at City Gates Church on 12 February 2020 was a great success and given the considerable amount of planning required the Trustees have decided to continue these on a bi-annual basis with the next Conference planned for Spring 2022. Following the success of the "It's Your Move" distribution in the summer term despite the COVID-19 restrictions, we are also planning a similar campaign in 2021. The Trustees will again be seeking additional targeted donations to fund this campaign.

The impact of COVID-19 on Schools has meant that making plans for the future has been much more difficult than in previous years, but the Trustees are also clear that we have seen God's favour over this difficult time. As noted in the Achievements section, Schools greatly value the work of the Project. Given our ability to be highly flexible and a free resource to Schools who are also facing severe financial difficulties, demand for our services is still very high and there seems little indication that it will not continue to outstrip our ability to support them. One new area for the Project is providing a mentoring service to 3 Primary Schools to assist with children's mental well-being.

As a consequence, as noted in the Structure, framework and management section the Trustees are continuing to keep the Project Workers staffing above the 2.0 FTE level, at 2.5 FTE in the coming year. Towards the end of the current academic year, when hopefully the way ahead is clearer, the Trustees together with the Project Team intend to review the work and staffing levels of the Project including how we continue to expand the Team using the Third Worker Fund, although probably over a longer lead time to ensure that we can raise additional funds to cover the expansion.

One area that the COVID-19 crisis has highlighted is the need for the Project to put additional resources into our digital presence, including making more use of our Facebook page <https://m.facebook.com/TheChristianEducationProject>.

This is both in terms of updating and expanding our website, as well as developing our ability to provide short videos on relevant topics including working with local churches on virtual tours of their buildings.

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2020

Financial review

Financial results for the year

We continue to be grateful to our faithful supporters, both churches and individuals, who have continued to pray for and donate to the Project during an increasingly challenging economic environment.

The income for the year amounted to £74,549 (2019: £69,876) and expenditure, including management expenses amounted to £87,796 (2019: £77,851) resulting in an operational deficit of £13,247 (2019: £7,975).

The income was boosted, this year, by the receipt of £17,000 from the Government's CJRS. When the schools closed in March the Trustees decided that the schools' workers needed to be placed on furlough with effect from April. As needs changed, we have managed our participation in the scheme; it has been particularly helpful to be able to participate on a part time basis since July.

As noted above with a member of the schools' team on maternity leave, from November 2019, we took on two part time members as maternity cover. We have continued to drawdown the employment costs in excess of 2 FTE staff from the Third Worker Fund. This is a Designated Fund established by the Trustees as a means of funding possible expansion to a full time third schools' worker. The Transfer this year was £8,007 (2019: £3,216) and details are set out in Note 12.

The Trustees have transferred £7,500 from the Administration Fund to contribute to the employment and related costs of the office. The fund will be extinguished next year when a similar amount will be withdrawn; details are set out in Note 12

While the Statement of Financial Activities (SOFA) shows a deficit on unrestricted operations after these planned transfers there was a surplus of £2,421 on the General fund. This is much better than anticipated by the Trustees when the budget was revised at the start of lockdown following closure of the schools.

In addition, the Trustees have transferred the balance held in the Bishop of Barking Fund to the General Fund. This amount was being held by the Trustees for the expansion of work in the Borough's secondary schools, and was used for part of the funding of the GCSE revision conference, however following the lockdown in March the Project is re-examining how it provides support and services to secondary schools. As a result, it was decided to transfer the balance to the General Fund; details of the transfer are set out in Note 12.

Therefore, the final result for the General Fund was a surplus of £5,421 and reserves of £16,591

The Trustees appreciate that the ability to maintain a Schools work team at its current level is dependent on being able to cover our operational costs with a stable income of donations from either Churches or Individuals. In the light of the current pandemic and the funding shortfall shown in the budget for 2020/21 the Trustees now expect it will take a longer time to reach a schools' work team of 3 FTE. Therefore, the drawdown of the Third Worker fund will take longer than originally anticipated.

As noted above the continued employment of three schools workers after the Designated Fund is exhausted will be dependent on an increase in giving from our core supporters.

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2020

The Trustees are grateful to Clayhall Baptist Church (CBC) for their continued support of the Project. CBC believes the Project's work is consistent with their ministry to the local community. Therefore they make no charge for the use of a room at the Church.

The "It's Your Move" campaign, reported on in the 2019-20 review, operated at a deficit this year resulting in a transfer from the General Fund to that Restricted Fund of £444 (2019: £307).

Reserves policy

The Trustees have carried out a review of the level and calculation of the Project's reserves as at the year end. The reserves policy has in the past been set on the basis of three months of the forecast expenses for the following year. This approach results in a target reserve balance, on the General fund, of £20,000 as at the year end. The Trustees believe that, following the review, this level continues to be appropriate.

All the reserves are held in cash either at the Project's bank or in a related money market investment account to which the Trustees have almost instant access.

As well as seeking to maintain a General fund the Trustees have in the past designated unrestricted funds for future opportunities and the expansion of the Project.

The year-end balance on the General fund is 83% of the desired level following the Trustees review and decision to transfer the balance on the Bishop of Barking Fund to the General fund. The Trustees consider that whilst this level is below our target balance it represents a satisfactory amount after considering the designated funds, their liquidity and our future plans.

Designated Funds

At the year end the Project held £7,502 in the Administration fund. This fund was a designation of legacy money received in earlier years and has been used to cover the employment and related costs of our administrator. This fund will be utilised in the coming financial year

The Third Worker fund represents designated funds for the employment of a third schools worker. The Project has drawn down employment costs in excess of 2 FTE schools' workers and details of this drawdown and the balance are given in Note 12.

Restricted Funds

Any funds that are restricted by the donor at the time of the gift are held in Restricted funds and only utilised for the specific purpose.

As noted in the financial review the "It's Your Move" campaign has operated at a deficit over the last two years. Therefore there is no balance brought forward or to be carried forward. However, as the Project anticipates a similar campaign next year the Trustees will be requesting the necessary funds from churches and supporters.

At the year end the Project held £159 in a restricted fund for website development.

The Trustees monitor the balances of all the funds it holds and sets out in Note 12 to the accounts the anticipated usage of the year end balances.

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2020

As noted above the Trustees appreciate the challenge posed by the COVID-19 pandemic and will seek to maintain sound financial management while ensuring the Project achieves its objectives.

Principal funding sources

Funding is provided by churches of all denominations across the Borough with whom contact is maintained through the appointment of "key people" and by taking up opportunities to talk to church groups and congregations. Financial assistance is also given by means of personal donations, fund-raising activities and grants. The Project does not raise funds from the public and continues to offer its services free to schools.

The Project needs to expand its supporter base among both churches and individuals in the Borough and has launched a scheme called "Friends of CEP" to encourage regular committed giving from individuals. The Trustees and the Project Leader are seeking to expand the use of the scheme. In addition, this year, the Project set up a text giving service so that supporters can donate £3 by texting CEP to 70085, and are looking at ways to publicise this further as churches re-open. The Trustees hope that these new ways will be a means of expanding support and eliminating the current funding gap.

Financial outlook

As noted above it is encouraging to report a surplus on the General fund this year of £2,421 (2019: deficit £200) after the planned transfers from the Administration and Third Worker Funds mentioned above. After the transfer of £3,000 from the Bishop of Barking Fund, the General fund is £16,591. As noted under the reserves policy this means that the General fund is now at 83% (2019: 59%) of the Trustees preferred reserves balance.

In the light of the pandemic, and its expected impact on both the churches and individuals who support the Project, the Trustees have decided to accept a deficit budget in the forthcoming year. The Trustees will continue to seek additional sources of funds from trusts and other grant making bodies for parts of our activities. The Trustees are seeking to re-balance the financial stability of the Project over the next two to three years so that we can maintain our services for local schools. However, this will require an increase in regular giving from our current supporters and a widening of the base so that we can confidently move forward after the pandemic.

The Trustees consider that the charity is a going concern having reviewed the budget and associated cash flow for the following 2 financial years. The Trustees will continue to ensure that the Project is based on sound financial principles.

Structure framework and management

Helen Mullis Kunda, the Project Leader, has now been with the Project for over two years, having been appointed in September 2018. Two part-time Project Workers, Velisha Lynch and Heather Webb, were recruited in January 2019; both working three days a week. Heather went on maternity leave in November 2019 and, as a result, two further part-time Project Workers (Sam Lockstone working three days a week and Eve Moldovan working two days a week) were recruited to cover the 9 months from November 2019 to July 2020.

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2020

Consequently, during maternity leave the Project Workers staffing rose from 2.2 FTE to 2.6 FTE. Heather returned from maternity leave in October 2020 and has reduced her time to two and a half days a week. As a result, Sam was given a new one-year contract from August 2020 to July 2021 for two days a week; therefore from November 2020 onwards the Project Workers staffing has been 2.5 FTE.

The team are also supported by a part-time administrator, Joanne Waterfield, which enables the other members of the team to concentrate their efforts in the schools. Following David Wyatt's resignation as a Trustee in August 2020 the Trustees agreed that Joanne takes on the role of Secretary to the Project.

The majority of the work within schools is performed by the Project Workers; however as noted above, the Project seeks to work with local churches and youth workers where appropriate. There is also the possibility of making more use of volunteers and the Trustees are continuing to look at ways in which trained volunteers could be used to assist with the delivery of the Project's work among the Borough's schools. To date this has not been material to the delivery of the work.

The Trustees of the Project are also directors of the limited company and details of the Trustees serving during the year are shown in Administrative details on page 12.

Recruitment and appointment of new Trustees

The current Trustees have the power under the Memorandum and Articles of Association to recruit and appoint additional Trustees. New Trustees serve until the AGM when they retire and being eligible offer themselves for re-election.

The Trustees are keen to expand the skills base of the Trustees and are continuing their search for additional members to assist with the development and mission of the Project. To assist the recruitment prospective Trustees are asked to complete a "skills audit" questionnaire along with a summary of their personal faith and career. All candidates have to complete a Disclosure and Barring Services (DBS) check before their appointment is confirmed.

Mrs Su Read was appointed as a Trustee on 16 January 2020; as a recently retired teacher she strengthens the Trustees' knowledge of current practice in local schools. Ms Yvette Hurley was appointed as a Trustee on 12 October 2020; she brings new skills of Health and Safety management together with diversity to the Trustees. After this date no additional Trustees have been appointed during the year under review or to the date of this report.

All new Trustees go through an induction process to familiarise themselves with the organisation, their duties and legal responsibilities.

The Treasurer reports on applicable Charity Commission and other pronouncements at the regular Trustee meetings.

Resignation of Trustees

Mr David Wyatt tendered his resignation on 4 August 2020; following his appointment as a warden in his local church. The Trustees are grateful for the service and assistance that he gave the Project over the last 5 years when he acted as both Secretary and Chairman.

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2020

Chairman of Trustees

During the year Mr Keith Gardner has acted as Chairman of Trustees.

Retirement of Trustees

Mr Keith Gardner and Mr Martin Williamson retire by rotation and are eligible for re-election at the AGM.

Ms Yvette Hurley having been appointed after the last AGM retires and being eligible offers herself for re-election.

Decision making structure

The Trustees usually meet bi-monthly to receive the Project Leader's report on the activities undertaken and to review the financial position of the charity and its progress compared with the yearly plan. During the pandemic meetings have been held electronically

The Trustees have reviewed the Project using the Charity Commission's 'Charity Governance Code' assessment process, for small charities, to ensure the continued effective and efficient operation of the Project. This was completed by the Chairman and discussed at Trustee meetings during the year. It showed the desirability of an increase in diversity of the Trustees.

The Trustees have set a pay policy for the staff and use this as part of the annual salary review together with relevant key indicators.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed; annually The Trustees' review identifies risks relating to

- Governance Risks
- Operational Risks
- Financial Risks
- External Risks
- Regulatory Risks

During the year the Trustees reviewed the current policies and carried out the review of the risks to which the charity is exposed and the control procedures. As a result the Trustees believe that appropriate controls are in place, after recognition of the Project's size, staffing and complexity, and thereby provide reasonable assurance against fraud and error.

Membership of the company

Members of the Charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of a winding up. At present there are 28 (2019 – 29) members of the company. The current members are either the Trustees or supporting churches with a named representative. Membership is open to other individuals or organisations that apply, and are approved by the Trustees acting as directors of the company.

**CHRISTIAN EDUCATION PROJECT
TRUSTEES' ANNUAL REPORT (including Directors' Report)**

Year ended 30 September 2020

Independent Examiner

Ms Sylvia Lambden of Calculus Accountants was appointed as the charity's Independent Examiner on 11 July 2017 and remains in post. The Trustees have indicated that they do not intend to review the appointment of Independent Examiner until 2022.

Administrative details

Registered Company number
02534646 (England and Wales)

Registered Charity number
1012480

Principal address & Registered office

Clayhall Baptist Church
62 Harewood Drive
Clayhall
Ilford Essex IG5 0PH

Trustees

K Gardner	
V Hayden	
Y Hurley	-appointed 12.10.2020
S Read	-appointed 16.01.2020
M Williamson	
D Wyatt	-resigned 04.08.2020

Details of any related party transactions with the Trustees are set out in Note 15 on page 26

Independent examiner

Sylvia Lambden
Calculus Accountants and Tax Advisers
Limited
5 Priory Road
Loughton, Essex IG10 1AF

Bankers

Barclays Bank
Barclays Business Centre
50 Pall Mall
London SW1 1QS

CHRISTIAN EDUCATION PROJECT TRUSTEES' ANNUAL REPORT (including Directors' Report)

Year ended 30 September 2020

Trustee responsibilities

The 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 state of affairs of the charity and of the incoming resources and application of resources during the year then ended.

In preparing those financial statements, the Trustees should follow best practice and are required to:

- select suitable accounting policies and then apply them consistently;
- observe methods and principles in the Charities SORP;
- 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 assume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 2011. The Trustees are also responsible for safeguarding the charity's assets and hence for taking reasonable steps towards the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included in Christian Education Project website. Legislation in England and Wales governing the preparation and dissemination of financial statements and other information included in Annual Reports may differ from legislation in other jurisdictions

Compliance with laws and regulations

The Trustees have established policies and procedures designed to ensure that it complies with all material laws and regulations in relation to the charitable company's operations and activities. The Trustees are not aware of any significant non-compliance with laws and regulations relevant to the charity or its operations.

The report of the directors has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

This report was approved by the Trustees on 13 January 2021 and signed on its behalf by:



K Gardner

Chairman

CHRISTIAN EDUCATION PROJECT INDEPENDENT EXAMINERS REPORT

Year ended 30 September 2020

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2020 which are set out on pages 15 to 27.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

The Examiner's relevant professional qualification or body is Association of Chartered Certified Accountants.



*Sylvia Lambden FCCA
Calculus Accountants and Tax Advisers Limited
5 Priory Road
Loughton
Essex
IG10 1AF*

The date upon which my opinion is expressed is: - 13 January 2021

CHRISTIAN EDUCATION PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
(Including Income and Expenditure Account)

For the year ended 30 September 2020

		Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
	Notes				
Income from					
Donations and legacies	2(a)	52,264	1,156	53,420	57,659
Grants	2(b)	17,073	-	17,073	3,000
Fundraising	2(c)	-	-	-	5,087
Investment income	2(d)	383	-	383	594
Charitable activities	2(e)	396	-	396	410
Other	2(f)	3,277	-	3,277	3,126
Total income		<u>73,393</u>	<u>1,156</u>	<u>74,549</u>	<u>69,876</u>
Expenditure on					
Charitable activity					
Schools work	3	86,035	1,761	87,796	77,851
Total expenditure		<u>86,035</u>	<u>1,761</u>	<u>87,796</u>	<u>77,851</u>
Net income/(expenditure)	4	(12,642)	(605)	(13,247)	(7,975)
Transfer between funds	12	(444)	444	-	-
Net movement in funds for the year		<u>(13,086)</u>	<u>(161)</u>	<u>(13,247)</u>	<u>(7,975)</u>
Reconciliation of funds:					
Total funds brought forward		105,656	320	105,976	113,951
Total funds carried forward		<u>92,570</u>	<u>159</u>	<u>92,729</u>	<u>105,976</u>

All income and expenditure derive from continuing activities

The accompanying notes on pages 18 to 27 are an integral part of these financial statements

CHRISTIAN EDUCATION PROJECT BALANCE SHEET

For the year ended 30 September 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible fixed assets	8	389	593
Current assets			
Debtors	9	859	2,158
Cash at bank and in hand	10	<u>94,643</u>	<u>106,728</u>
		<u>95,502</u>	<u>108,886</u>
Creditors: amounts falling due within one year	11	(3,162)	(3,503)
Net current assets		92,340	105,383
Net assets		<u>92,729</u>	<u>105,976</u>
Represented by:			
Unrestricted revenue fund- general	12a	16,591	11,170
Unrestricted revenue fund- designated	12b	<u>75,979</u>	<u>94,486</u>
Total unrestricted funds		92,570	105,656
Restricted funds	12c	159	320
Total funds		<u>92,729</u>	<u>105,976</u>

The accompanying notes on pages 18 to 27 are an integral part of these financial statements

CHRISTIAN EDUCATION PROJECT BALANCE SHEET

For the year ended 30 September 2020

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2020 and of its net resources expended for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies' subject to the small companies regime

The Trustees acknowledge their responsibility for ensuring the charity keeps proper accounting records in accordance with the requirements of the Charities Act 2011 as more fully set out in the statement of Trustees' responsibilities in the Trustees' Report

The financial statements on pages 15 to 27 were approved by the Board of Trustees on 13 January 2021 and were signed on their behalf by:



M Williamson
Trustee

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

1 ACCOUNTING POLICIES

Christian Education Project is a private charitable company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 12 of these financial statements. The nature of the charity's operations and principal activities are set out in the Trustees Annual Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2019.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound sterling.

Following the transition to FRS 102 for the first time in 2017 all the accounting policies have been reviewed and aligned with the new accounting standard. These policies have been applied consistently to all years presented unless otherwise stated.

The principle accounting policies and estimation techniques are as follows:

a) Income

All income is included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to them as income, ultimate receipt is probable and the amount to be recognised can be quantified with reasonable accuracy.

- i) Donations received are included in full when receivable
- ii) Grants are recognised in the financial statements in the year in which they are receivable
- iii) Fundraising represents amounts received in respect of the Gift Day and fundraising events for supporters and friends.
- iv) Legacy income is recognised when the amounts can be quantified with reasonable accuracy and there is a probable likelihood of receipt

b) Expenditure

Expenditure is included on the accruals basis and is inclusive of Value Added Tax. It has been classified in the SOFA under charitable activities.

- i) All costs are allocated to the charitable activity represented by Schools work to reflect the resources utilised.

c) Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Fixtures and fittings	- 15% on cost
Computer equipment	- 33% on cost

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

1 ACCOUNTING POLICIES (continued)

d) Cash and cash equivalents

Cash represents cash in hand plus bank balances immediately available to the charity. Cash equivalents are bank balances held on short term deposit available to the charity at up to 3 months' notice.

e) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure

f) Taxation

The charity is exempt from corporation tax on its charitable activities

g) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal

h) Pension costs

Contributions to the charity's pension scheme, which is a defined contribution scheme, are charged to the SOFA in the period to which they relate.

i) Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern

i) Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires the Trustees to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the Statement of Financial Position date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements.

Other key sources of estimation and assumptions:

i) **Tangible fixed assets.** Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation, product life cycles and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

ii) **Allocation of administration costs** A proportion of expenditure is either not directly attributable to the charitable activity of schools work or relates to the central administration of the charity. The Trustees consider that all support costs should be allocated to the charitable activity.

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

	2020 Total Funds £	2019 Total Funds £
2 Income from		
a) Donations and legacies		
Donations	53,420	57,659
Legacy income	-	-
	<u>53,420</u>	<u>57,659</u>

Included in donations are amounts totalling £1,156 (2019- £733) which are Restricted Funds as the donors have described that these funds are to be expended on:

	2020 £	2019 £
It's your move	<u>1,156</u>	<u>733</u>

Included in donations are the following aggregated amounts given by the Trustees and connected individuals. Amounts given by Churches connected to the Trustees have been excluded (Note 15)

Total donations	<u>3,086</u>	<u>2,655</u>
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b) Grants

Bishop of Barking Discretionary Fund	-	3,000
Coronavirus Job Retention Scheme	17,073	-
	<u>17,073</u>	<u>3,000</u>

All grants received in the current and prior year are for Unrestricted Funds.

c) Fundraising

Fundraising in support of Charitable activities	<u>-</u>	<u>5,087</u>
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Included in fundraising is an amount of £nil (2019 - £30) which was restricted by the donor for the "It's your move" fund. All other fundraising in 2019 was for Unrestricted Funds

The charity was unable to hold its annual Gift Day this year because of the Covid-19 pandemic. The Gift Day usually represents the majority of fundraising activities. In 2019 the charity held a separate fundraising event for its supporters, a similar event this year was postponed due to the pandemic.

The charity does not use a professional fundraiser or collect from the General Public.

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

2 Income from (continued)

d) Investment Income	2020 £	2019 £
Deposit account interest	<u>383</u>	<u>594</u>
All deposit account interest is allocated to the Unrestricted Funds		
e) Charitable activities		
GCSE revision conference	<u>396</u>	<u>410</u>
All the Charitable activities income is allocated to Unrestricted Funds		
f) Other		
Sundry income	<u>3,277</u>	<u>3,126</u>
All sundry income is allocated to Unrestricted Funds		

3 Expenditure on

Charitable activity - schools work	2020 £	2019 £
Staff costs (note 7)	79,316	67,987
Staff expenses	1,234	2,500
Fundraising expenses	-	157
Charitable activities GCSE revision conference	<u>471</u>	<u>334</u>
Direct costs	81,021	70,978
Allocated support costs (note 5)	6,775	6,873
	<u>87,796</u>	<u>77,851</u>

All Direct costs shown above are charged to Unrestricted Funds.
An analysis of the Support costs between Unrestricted and Restricted Funds is shown in note 5

4 Net Income/(expenditure)

Net resources are stated after charging/(crediting)		
Independent examiner's fees - Examination fee	585	580
Depreciation-owned assets	<u>304</u>	<u>306</u>

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

5 Support Costs Allocation

2020
£

2019
£

The following support costs have been allocated to the charitable activity of schools work.

Insurance	711	706
Telephone & communications	1,242	1,002
Printing, postage & stationery	2,353	2,533
Sundries	855	930
Computer equipment	733	1,026
Website development	161	-
Bank charges	135	181
Governance costs:		
Accountancy	585	495
	<u>6,775</u>	<u>6,873</u>

All the above support costs relate to the Unrestricted Funds apart from the following amounts which are charged to the following Restricted Funds:

It's your move

Printing, postage & stationery	<u>1,600</u>	<u>1,080</u>
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Website development

Website development	<u>161</u>	<u>-</u>
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6 Trustee Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 30 September 2020 nor for the year ended 30 September 2019

Under the terms of the company's Memorandum and Articles of Association the directors cannot draw remuneration for their services

Trustees' expenses

There were no trustees' expenses paid for year ended 30 September 2020 nor for year ended 30 September 2019

7 Staff Costs

2020
£

2019
£

Wages and salaries	73,319	62,557
Social security costs	4,650	4,454
Other pension costs	1,347	976
	<u>79,316</u>	<u>67,987</u>

The staff costs shown above are after reimbursement of statutory maternity pay and are charged to the Unrestricted Funds.

No employee received emoluments in excess of £60,000

Pension costs all relate to defined contribution schemes whose assets are held outside the charitable company.

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

7 Staff costs (continued)

The average monthly number of employees during the year was as follows:

	2020 Number	2019 Number
Charitable activity	5.7	4.0
Full time equivalent - charitable activity	3.3	3.2

The Trustees take responsibility for planning, and controlling the activities of the entity, which are performed on a day to day basis by the Project Leader and staff. Therefore, the Trustees are key management personnel.

8 Tangible Fixed Assets

	Fixtures & Fittings £	Computer Equipment £	Total £
COST			
At 1 October 2019	8,101	4,514	12,615
Additions in year	-	100	100
At 30 September 2020	8,101	4,614	12,715
DEPRECIATION			
At 1 October 2019	8,101	3,921	12,022
Charge for the year	-	304	304
At 30 September 2020	8,101	4,225	12,326
NET BOOK VALUE			
At 30 September 2020	-	389	389
At 30 September 2019	-	593	593

9 Debtors: Amounts falling due within one year

	2020 £	2019 £
Other debtors	859	2,158

10 Cash at bank and in hand

CCLA deposit account	84,710	101,327
Barclays plc current and deposit accounts	9,933	5,401
	94,643	106,728

11 Creditors: Amounts falling due within one year

Taxation and social security	611	1,356
Accruals	2,551	2,147
	3,162	3,503

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

12 Movement in Funds

	At 1 October 2019 £	Net movement in funds £	At 30 September 2020 £
Unrestricted funds			
a) General fund	11,170	5,421	16,591
b) Designated funds			
Third worker	76,484	(8,007)	68,477
Administration	15,002	(7,500)	7,502
Bishop of Barking	3,000	(3,000)	-
	105,656	(13,086)	92,570
c) Restricted funds			
It's your move	-	-	-
Website development	320	(161)	159
	320	(161)	159
TOTAL FUNDS	105,976	(13,247)	92,729

Net movement in funds included in the above are as follows:

	Income £	Expenses £	Transfers £	Movement in funds £
Unrestricted funds				
General fund	73,393	(86,035)	18,063	5,421
Designated funds				
Third worker	-	-	(8,007)	(8,007)
Administration	-	-	(7,500)	(7,500)
Bishop of Barking	-	-	(3,000)	(3,000)
	73,393	(86,035)	(444)	(13,086)
Restricted funds				
It's your move	1,156	(1,600)	444	-
Website development	-	(161)		(161)
	1,156	(1,761)	444	(161)
TOTAL FUNDS	74,549	(87,796)	(0)	(13,247)

Unrestricted funds

a) General fund

The General fund represents the unrestricted funds that the Trustees can spend on the charity's aims and objectives. The Trustees consider that a balance of three months expenses represents the level of reserves that the charity should seek to maintain. At the year end the balance represents approximately 83% of this figure.

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

12. Movement in Funds (continued)

b) Designated funds

These are held by the Trustees and the funds are expected to be utilised as follows:

Third worker

The balance brought forward represents the Trustees estimate of the funds needed to increase the schools work team to three for approximately four years. The movement in the year represents the excess employment costs above two full time schools workers.

Administration

The opening balance was set up to cover the estimated administration costs for the next two years. Therefore the Trustees have allocated half the fund to the General Fund this year and propose to allocate the balance in the next financial year.

Bishop of Barking

The Project received a grant of £3,000 during the last financial year, there were no restrictions on the use of the funds. The Trustees designated it for use in secondary schools work as it was anticipated that this would increase. As a result of the pandemic secondary schools work was severally reduced and therefore the Trustees decided to release the funds back to the General Fund for routine schools work.

c) Restricted funds

The Trustees have reviewed the balances on the restricted funds at 30 September 2020 and are expecting these funds to be utilised as follows:

It's your move

This fund is used to purchase books which are distributed to Year 6 pupils towards the end of the summer term. This activity was generously supported in the year by individuals and a church. The project anticipates continuing the distribution in the coming year and will be appealing for funds from supporters to fund the distribution in summer 2021

Website development

The Trustees are examining ways in which communications with supporters can be digitised and expect to use the balance for this purpose over the next year.

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Current year			
Fixed assets	389	-	389
Cash and current investments	94,484	159	94,643
Other current assets	859	-	859
Creditors within/less than one year	(3,162)	-	(3,162)
Provisions/pensions	-	-	-
	92,570	159	92,729
Prior year			
Fixed assets	593	-	593
Cash and current investments	106,408	320	106,728
Other current assets	2,158	-	2,158
Creditors within/less than one year	(3,503)	-	(3,503)
Provisions/pensions	-	-	-
	105,656	320	105,976

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

14 Contingent Liabilities

There were no contingent liabilities at the year-end (2019 £nil)

15 Related Party Transactions

The Trustees are aware of the following donations received from supporting churches with which the named Trustee has a link

Trustee	Church	Position	2020 £	2019 £
M Williamson	All Saints Woodford Wells	Trustee	4,000	4,000

16 Post balance sheet event

There are no post balance sheet events which need to be noted or adjusted for in these accounts.

17 Financial instruments

The charity's financial instruments may be analysed as follows:

Financial Assets

Financial Assets Measured at Amortised Cost

Trade debtors	-	-
Other debtors	859	2,158
Cash and cash equivalents	94,643	106,728
Total Financial Assets	95,502	108,886

Financial Liabilities

Financial Liabilities Measured at Amortised Cost

Trade creditors	-	-
Other creditors	3,162	3,503
Bank loans and overdrafts payable within one year	-	-
Bank loans and overdrafts payable after one year	-	-
Total Financial Liabilities	3,162	3,503

CHRISTIAN EDUCATION PROJECT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

18 Prior year comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2019 Total funds £
Income from			
Donations and legacies	56,926	733	57,659
Grants	3,000		3,000
Fundraising	5,057	30	5,087
Investment income	594		594
Charitable activities	410		410
Other	3,126		3,126
Total income	69,113	763	69,876
Expenditure on			
Charitable activities			
Schools work	76,771	1,080	77,851
Total expenditure	76,771	1,080	77,851
Net income/(expenditure)	(7,658)	(317)	(7,975)
Transfer between funds	(258)	258	-
Net movement in funds for the year	(7,916)	(59)	(7,975)
Reconciliation of funds:			
Total funds brought forward	113,572	379	113,951
Total funds carried forward	105,656	320	105,976

All the restricted funds income and expenditure shown above relate to It's Your Move

CHRISTIAN EDUCATION PROJECT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 September 2020

	Unrestricted funds £	Restricted funds £	2020 Total Funds £	2019 Total Funds £
INCOMING RESOURCES				
Voluntary income				
Donations	52,264	1,156	53,420	57,659
Grants	17,073		17,073	3,000
Fundraising	-	-	-	5,087
Legacies received	-	-	-	-
Charitable activities	396	-	396	410
	<u>69,733</u>	<u>1,156</u>	<u>70,889</u>	<u>66,156</u>
Investment income				
Deposit account interest	383	-	383	594
Sundry income				
Sundry income	3,277	-	3,277	3,126
Total incoming resources	<u>73,393</u>	<u>1,156</u>	<u>74,549</u>	<u>69,876</u>
RESOURCES EXPENDED				
Charitable activities				
Wages	73,319		73,319	62,557
Social security	4,650		4,650	4,454
Pensions	1,347		1,347	976
Staff training and welfare	346		346	640
Workers expenses	888		888	1,860
Fundraising expenses	-		-	157
Charitable activities	471		471	334
	<u>81,021</u>	<u>-</u>	<u>81,021</u>	<u>70,978</u>
Governance costs				
Accountancy	585		585	495
	<u>585</u>	<u>-</u>	<u>585</u>	<u>495</u>
Support costs				
Management				
Insurance	711	-	711	706
Telephone & communications	1,242	-	1,242	1,002
Printing, postage & stationery	753	1,600	2,353	2,533
Sundries	855	-	855	930
Computer equipment	429	-	429	720
Computer depreciation	304	-	304	306
Website development	-	161	161	-
	<u>4,294</u>	<u>1,761</u>	<u>6,055</u>	<u>6,197</u>
Finance				
Bank charges	135	-	135	181
Total resources expended	<u>86,035</u>	<u>1,761</u>	<u>87,796</u>	<u>77,851</u>
Net income (expenditure)	<u>(12,642)</u>	<u>(605)</u>	<u>(13,247)</u>	<u>(7,975)</u>

This page does not form part of the financial statements