



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.

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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.

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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.

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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)

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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

	2020 £	2019 £
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