



***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

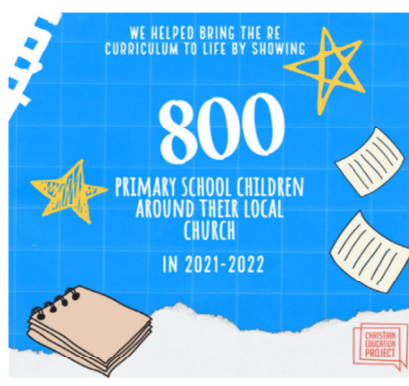
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## Year in Review

### 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

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### 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**

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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**

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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](http://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

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***

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

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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

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

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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.



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

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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.

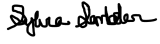
### **Independent examiner's statement**

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				
<b>Income from</b>					
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
<b>Total income</b>		<u>61,032</u>	<u>750</u>	<u>61,782</u>	<u>77,565</u>
<b>Expenditure on</b>					
Charitable activity					
Schools work	3	77,710	1,792	79,502	81,025
<b>Total expenditure</b>		<u>77,710</u>	<u>1,792</u>	<u>79,502</u>	<u>81,025</u>
<b>Net income/(expenditure)</b>	4	(16,678)	(1,042)	(17,720)	(3,460)
Transfer between funds	12	(808)	808	-	-
<b>Net movement in funds for the year</b>		<u>(17,486)</u>	<u>(234)</u>	<u>(17,720)</u>	<u>(3,460)</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward		89,035	234	89,269	92,729
<b>Total funds carried forward</b>		<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 £
<b>Fixed assets</b>			
Tangible fixed assets	8	33	124
<b>Current assets</b>			
Debtors	9	666	622
Cash at bank and in hand	10	73,973	91,563
		<u>74,639</u>	<u>92,185</u>
<b>Creditors: amounts falling due within one year</b>	11	(3,123)	(3,040)
<b>Net current assets</b>		<u>71,516</u>	<u>89,145</u>
<b>Net assets</b>		<u>71,549</u>	<u>89,269</u>
<b>Represented by:</b>			
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
<b>Total funds</b>		<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**

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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

	<b>2022 Total Funds</b>	<b>2021 Total Funds</b>
<b>2 Income from</b>		
<b>a) Donations and legacies</b>		
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:

	<b>2022 £</b>	<b>2021 £</b>
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 £
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Deposit account interest	<u>325</u>	<u>11</u>
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All deposit account interest is allocated to the Unrestricted Funds

e) Charitable activities	2022 £	2021 £
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GCSE revision conference	<u>-</u>	<u>-</u>
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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**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
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:**

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
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**

	<b>Fixtures &amp; Fittings</b>	<b>Computer Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST</b>			
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>
<b>DEPRECIATION</b>			
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>
<b>NET BOOK VALUE</b>			
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
	£	£	£
<b>Unrestricted funds</b>			
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>
	<u>89,035</u>	<u>(17,486)</u>	<u>71,549</u>
<b>c) Restricted funds</b>			
Transition workshops	88	(88)	-
Website development	146	(146)	-
	<u>234</u>	<u>(234)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>				
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)
<b>Restricted funds</b>				
Transition workshops	750	(1,547)	709	(88)
Website development	-	(245)	99	(146)
	750	(1,792)	808	(234)
<b>TOTAL FUNDS</b>	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 £
<b>Current year</b>			
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>
<b>Prior year</b>			
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>

18 Prior year comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2021 Total funds £
<b>Income from</b>			
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
<b>Total income</b>	<b>76,915</b>	<b>650</b>	<b>77,565</b>
<b>Expenditure on</b>			
Charitable activities			
Schools work	80,450	575	81,025
<b>Total expenditure</b>	<b>80,450</b>	<b>575</b>	<b>81,025</b>
<b>Net income/(expenditure)</b>	<b>(3,535)</b>	<b>75</b>	<b>(3,460)</b>
Transfer between funds	-	-	-
<b>Net movement in funds for the year</b>	<b>(3,535)</b>	<b>75</b>	<b>(3,460)</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward	92,570	159	92,729
<b>Total funds carried forward</b>	<b>89,035</b>	<b>234</b>	<b>89,269</b>

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 £
<b>INCOMING RESOURCES</b>				
<b>Voluntary income</b>				
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>
<b>Investment income</b>				
Deposit account interest	325	-	325	11
<b>Sundry income</b>				
Sundry income	<u>4,312</u>	<u>-</u>	<u>4,312</u>	<u>3,872</u>
<b>Total incoming resources</b>	<u>61,032</u>	<u>750</u>	<u>61,782</u>	<u>77,565</u>
<b>RESOURCES EXPENDED</b>				
<b>Charitable activities</b>				
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>
<b>Governance costs</b>				
Accountancy	<u>595</u>	<u>-</u>	<u>595</u>	<u>585</u>
	<u>595</u>	<u>-</u>	<u>595</u>	<u>585</u>
<b>Support costs</b>				
<b>Management</b>				
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>
<b>Finance</b>				
Bank charges	<u>153</u>	<u>-</u>	<u>153</u>	<u>114</u>
<b>Total resources expended</b>	<u>77,710</u>	<u>1,792</u>	<u>79,502</u>	<u>81,025</u>
<b>Net income (expenditure)</b>	<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