



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	6	April	2020		5	April	2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Sue Duffin	Chair		
2	Rev. Stephen Lloyd			
3	Mr Gavin Rowden			
4	Mr Robin Swan			
5	Mr Peter Harrington			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
	Names of the trustees for the charity, if any, (for example, any custodian trustees)			

	Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address	
Accountant	Mr Nigel Smith		
Bankers	Lloyds		
	Cooperative Bank		
	Virgin Money		
Name of chief executive or names of senior staff members (Optional information)			

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	Appointment by resolution passed by trustees meeting where there is a majority of trustees present

Additional governance issues (Optional information)

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

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

Section C Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p>	<p>In accordance with the Trust Deed section 4.</p>
<p>Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)</p>	<p>Bible teaching in partnership with the local Church both in the UK and overseas.</p> <p>Evangelistic activities in partnership with the local Church both in the UK and overseas.</p> <p>Providing teaching and training resources for the local Church both in the UK and overseas.</p> <p>Teaching, training and support for Christian workers through partner organisations both in the UK and overseas.</p> <p>Inclusion of volunteer team workers both in the UK and overseas.</p> <p>Providing help and relief from hardship and poverty in other countries through partner organisations.</p> <p>Working with partners on new initiatives to help people socially and spiritually both in the UK and overseas.</p> <p>Financing the provision and installation of Water-Harvesting Projects in Rwanda.</p> <p>Sale of hand-made cards, baskets and bags in the UK in support of widows, orphans and related projects in Rwanda.</p>

Additional details of objectives and activities (Optional information)

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

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

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Due to the COVID-19 pandemic, much of our face-to-face ministry was interrupted or curtailed.

The planned Partners visit to Romania in March/April had to be cancelled.

Due to travel restrictions, our regular visits to Rwanda (July) and Romania (October) had to be cancelled.

In Romania, Path of Life guitar classes went online using Zoom and Facebook. The Alpha course continued for a while with social distancing and face coverings but as restrictions tightened, this had to be cancelled.

The Path of Life team linked up with a government Food Bank and ran weekly food deliveries to seven of the poorest families. As a result they were able to offer other practical help to these families.

The Support A Pastor and Support A Parish programmes have continued in partnership with our CPOs in India and Rwanda respectively. This has been a huge help as the income for pastors has all but stopped to due to the closure of church buildings / services.

An emergency help fund was set up to help pastors and their families as well as the most vulnerable in their communities. Over £13000 was given in this financial year and shared between our partners in Rwanda and India.

The Water Harvesting Projects continue to develop, both in the income generated as well as the number of participating parishes. In response to the dire needs of the pastors and elderly within the parishes due to the effects of the pandemic, it was agreed with Bishop Emmanuel to allow WHP income to be used to help meet these needs rather than other projects.

DT Bible teaching went online. Four courses have been run in 20/21 and this has become a new means of fulfilling our teaching ministry. We plan to keep this going in the coming years.

Other ministry went online where possible including the Tamworth Men's Breakfast; Informal services at St Editha's as well as other church services further afield.

Regular mailings have been printed and mailed to partners in the UK and abroad. The majority of our mailing is done electronically so saving paper and postage.

'ENGAGE with the Bible' continues to grow as more people subscribe. An audio version has now been added which is appreciated by a number of subscribers. We continue to get positive feedback from subscribers.

The website continue to be developed. Much time has been given to getting the Ubushuti Shop set up and functioning for the sale of hand-made greeting cards. In 2021 the plan is to have an online payment system set up for people to be able to make donations for the work of DT electronically.

Section E Financial review

Brief statement of the charity's policy on reserves

In accordance with the Trust Deed sections 7 & 8.

Details of any funds materially in deficit

Further financial review details (Optional information)

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

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

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Susan E. Duffin

Position (eg Secretary, Chair, etc)

Chair

Date


07.12.21

[illegible]

TOTAL ACCOUNTS - 2021

		Budget	Actual	Actual	Actual	Actual	Actual
		2022	2021	2020	2019	2018	2017
INCOME		£	£	£	£	£	£
Donations		51,400	51,357	49,815	32,787	44,974	78,520
Gift Aid		7,200	7,110	5,049	7,353	5,625	5,686
Other		7,700	7,612	3,555	4,914	2,564	2,447
		66,300	66,079	58,419	45,054	53,163	86,653
EXPENDITURE							
Workers		26,000	25,920	25,920	25,120	25,500	24,000
Overseas		41,700	41,646	29,189	23,608	30,069	32,026
Travel		0	0	2,712	2,288	2,286	1,407
Equipment		0	0	2,289	248	223	2,457
Other		3,000	2,913	2,277	2,887	4,405	2,855
		70,700	70,479	62,387	54,151	62,483	62,745
NET RESULT		-4,400	-4,400	-3,968	-9,097	-9,320	23,908
RESERVES							
B Forward		63,469	67,869	71,837	80,934	90,254	66,346
C Forward		59,069	63,469	67,869	71,837	80,934	90,254

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	Charity Name		No (if any)		CC16a
	The Damascus Trust				
	Receipts and payments accounts				
	For the period from	Period start date 6th April 2020	To	Period end date 5th April 2021	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
General Donations	24,142	4,700	-	28,842	31,933
Gift Aid Donations	11,535	10,980	-	22,515	17,882
Sales	12	-	-	12	1,039
Interest	246	-	-	246	616
Tax reclaim	7,110	-	-	7,110	5,049
Overseas	7,254	-	-	7,254	-
Petty Cash	-	-	-	-	-
Other	100	-	-	100	1,900
Sub total (Gross income for AR)	50,399	15,680	-	66,079	58,419
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	50,399	15,680	- 0	66,079	58,419
A3 Payments					
Staff workers	25,920	-	-	25,920	25,920
Post & Print	133	- 0	-	133	483
Vehicles / Travel (none due to Covid19)	- 0	-	-	-	2,712
Telephone	419	-	-	419	497
Literature & Study materials	14	-	-	14	-
Office / Admin	245	-	-	245	116
Professional fees / costs	829	-	-	829	643
Overseas	28,236	13,410	-	41,646	29,189
Equipment	- 0	-	-	-	2,289
Insurance	473	-	-	473	457
Sundries	- 0	-	-	-	28
Other	800	-	-	800	53
Sub total	57,069	13,410	-	70,479	62,387
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total payments	57,069	13,410	- 0	70,479	62,387
Net of receipts/(payments)	- 6,670	2,270	-	- 4,400	- 3,968
A5 Transfers between funds	2,150	- 2,150	-	-	-
A6 Cash funds last year end	53,800	14,069	-	67,869	71,837
Cash funds this year end	49,280	14,189	-	63,469	67,869
Section B Statement of assets and liabilities at the end of the period					
Categories	Details	Unrestricted funds	Restricted funds	Endowment funds	
		to nearest £	to nearest £	to nearest £	
B1 Cash funds	Virgin	49,551	-	-	
	Coop	2,237	4,307	-	
	Lloyds	- 2,558	9,882	-	
	Petty Cash	50	-	-	
	Total cash funds	49,280	14,189	-	
	(agree balances with receipts and payments account(s))	OK	OK	OK	

		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets	Details			
	Office equipment	4,000	-	-
	Other equipment	1,400	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval

Independent examination of charity accounts checklist (CC32)

A recommended checklist for examiners

This checklist is not suitable for the examination of voluntary group accounts.

1. Self-assessment checklist

The questions in this checklist are designed to help the examiner to undertake their independent examination.

The examiner is recommended to use the checklist alongside the Directions for independent examination.

The prompt 'step done' may prompt a 'yes' or 'no'. A 'no' answer does not always indicate a problem because 'not applicable' or 'not necessary' might be entered in place of a working paper reference.

Some answers may be 'no' because the evidence or information that was needed could not be obtained.

It may be that the examiner completes the checklist as they go through the examination or as a complete exercise.

If the checklist is completed it is recommended that this forms part of the formal record of their independent examination.

2. Checklist

The Directions and documentation

Direction 1: Check whether the charity is eligible to have an independent examination

Checked the charity audit threshold applying to the accounts to be reviewed

Checked an audit is not required for any other reason

Confirmed the charity is eligible for independent examination

Confirmed the amount of the charity's income to figure shown

the accounts (including any branches) and confirmed that income and assets are below the audit threshold

If the charity has one or more subsidiaries confirmed that group accounts are not required by law

If a charitable company checked that the audit exemption statement has been made

If applicable, rechecked the threshold calculation during the examination

If the charity's income is more than £250,000 confirmed that the examiner is a member of one of the listed bodies

If applicable, informed the trustees that the charity is not eligible for an independent examination

If receipts and payments accounts have been prepared, checked that the charity's gross income is less than £250,000

and that it is not a company

If receipts and payments accounts have been prepared, check that there is no requirement to prepare accruals accounts in the charity's governing document or for any other reason

If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts

Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination

Confirmed that there are no close personal relationships with the trustees that compromise independence

Confirmed as having no the day to day involvement in the administration of the charity

If providing other services to the charity then confirmed that all the criteria in Direction 2 necessary for independence are met

Identified that there are no circumstances in the examiner's

judgment that would reasonably lead to the perception that the examiner is not independent
Considered whether sufficiently skilled to carry out the examination and, where required, confirmed membership of a listed body
If applicable, informed the trustees that you are not eligible to carry out the independent examination
Direction 3: Record your independent examination
File of working papers prepared to document the work undertaken (see the Direction for guidance on key working papers)
Evidence of appointment on file
If issued, letter of engagement signed by the trustees on file
Documentation of steps required by Direction 1 are all done
Documentation that steps required by Direction 2 are all done
Analytical review documented
Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report
Verification and vouching procedures undertaken and any checks made are on file
Copy of approved accounts on file
Copy of trustees' annual report on file
Copies of information relied upon as part of the examination are on file
If applicable, copies of written assurances given
Recorded the conclusions drawn as an outcome of the independent examination that support the examination
Recorded any matters of material significance about which a report must be made direct to the Commission
Recorded whether to exercise discretion and report on relevant matters direct to the Commission
Direction 4: Plan your independent examination
Obtained an understanding of the charity's constitution, objectives, organisational structure, the funds managed, its activities and accounting records and systems
Planned specific examination procedures appropriate to the circumstances of the charity
Reviewed whether any areas for improvement were advised to the trustees in the previous year's independent examiner's report (or audit report and management letter)
Considered the financial risks identified and, where accruals accounts prepared, considered whether the examination should be carried out on a cash basis
Noted any implications for the examiner's report and for separate reporting to the Commission
Direction 5: Check that accounting records are kept to the required standard
Checked that accounting records have been kept are complete and considered if they have been kept to the required standard
Asked the trustees about how they ensure the accounting records are complete
If corrections made or records created during the examination, the trustee approval for these has been sought and obtained
Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported

Noted any implications for the examiner's report and for separate reporting to the Commission

Direction 6: Check that the accounts are consistent with the accounting records

Compared the accounts with the underlying accounting records

Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.

If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowment funds are properly accounted for

If additional checks were necessary, the evidence was found that showed the accounting record was complete, voucher present, and both supported the entry in the accounts

Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly accounted for

Checked that the disclosures required by the SORP have been made and are complete

Considered whether there are any implications for the examiner's report and reporting to the Commission

If receipts and payments accounts prepared and a related party transaction note was provided, then checked the note for any implications for the examiner's report

Direction 8: Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held

Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts

Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts

Where accruals accounts are prepared, checked that the accounting policies adopted are consistent with the SORP and are appropriate to the activities of the charity

Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis

Noted any implications for the examiner's report and for separate reporting to the Commission

Direction 9: The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period

Asked the trustees whether they expect the charity to be able to settle outstanding invoices, bills and commitments as and when they fall due

Asked the trustees about the reserves policy and the adequacy of the level of reserves held

Where accruals accounts are prepared, checked that the trustees have made an assessment of going concern and that their assessment is reasonable given the circumstances

Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made

Noted any implications for the examiner's report and for separate reporting to the Commission

Direction 10: Check the form and content of the accounts

Where receipts and payments accounts have been prepared, checked that the charity can lawfully prepare the accounts

Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard

If the charity is a company, checked that the accounts also comply with the Companies Act 2006

comply with the applicable company law requirements
Noted any implications for the examiner's report and for separate reporting to the Commission
Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence
Carried out an analytical review
Following the analytical review, selected material items in the accounts for further explanation or supporting evidence
If the accounts could be materially misstated, additional checks were undertaken and the examiner is satisfied that the item(s) identified were satisfactorily explained a
Noted any implications for the examiner's report and for separate reporting to the Commission
Direction 12: Compare the trustees' annual report with the accounts
Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts
Compared the trustees' annual report with the accounts for any material inconsistency
Noted any implications for the examiner's report and for separate reporting to the Commission
Direction 13: Write and sign the independent examination report
Reviewed the conclusions from the independent examination
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report
Checked that the examiner's report covers all of the matters required
If relying on the work of others in undertaking the independent examination, the examiner is fully satisfied with their work and that work has been fully documented
Signed and dated the examiner's report
Reported matters of material significance direct to the Commission
Exercised discretion and reported relevant matters direct to the Commission

A PAINE							
TAX SUMMARY - 2020							
	20/21	19/20	18/19	17/18	16/17		
Self employment	£	£	£	£	£		
Income	27,700	27,620	27,288	27,374	25,713		
Expenses	4,500	4,499	4,947	4,064	7,163		
	23,200	23,121	22,341	23,310	18,550		
Interest	80	80	89	42	83		
Personal savings allce	-80	-80	-89	-42	-83		
Personal allowance	-12,500	-12,500	-11,850	-11,500	-11,000		
Marriage allowance	-1,250	-1,250	-1,185	-1,150	-1,100		
	9,450	9,371	9,306	10,660	6,450		
Tax / NIC							
Tax	1,890	2,088	1,861	2,132	1,290		
Class 4 NIC	1,233	1,304	1,253	1,363	944		
Class 2 NIC	159	159	153	148	146		
Re interest	0	0	0	0	0		
POA	-3,392	-3,114	-3,495	-2,234	-3,438		
	-110	437	-228	1,409	-1,058		
POA							
First	1,562	1,696	1,557	1,748	1,117		
Due 31 January	1,451	2,133	1,328	3,157	59		
		2,132.78					
Second due 31 July	1,562	1,696	1,557	1,748	1,117		
		1,695.51					
Gift aid	4,000	8,350	4,050	7,200	5,050		
	5,000	10,438	5,063	9,000	6,313		
	1,000	2,088	1,013	1,800	1,263		
excess tax		214					
net income at 20%		1,874					

			SE exps	19/20	18/19	17/18	16/17	
15/16	14/15	13/14	Wk mileage	1,914.00	2,134.35	2,054.25	1,579.50	
£	£	£	Phone, office	277.52	388.25	1,121.55	798.67	
26,345	26,066	25,967	Other wk expenses	2,307.32	2,424.79	887.77	1,000.81	
3,966	3,925	3,468	Office refurb	0.00	0.00	0.00	3,784.00	
22,379	22,141	22,499		4,498.84	4,947.39	4,063.57	7,162.98	
20	6	2						
0	0	0						
-10,600	-10,000	-9,440						
-1,060	0	0						
10,739	12,147	13,061						
2,148	2,429	2,612						
1,289	1,277	1,327						
146	0	0						
-4	-2	0						
-3,710	-3,939	-3,939						
-131	-235	0						
1,716	1,855	1,970						
1,585	1,618	1,970						
1,716	1,855	1,970						
4,030	3,450	3,400	net					
5,038	4,313	4,250	gross					
1,008	863	850	tax					

18.8.21					
Hello Nigel,					
I hope you are well and avoiding any viruses that may be					
Just a check, please. One of our regular supporters has s					
Many thanks.					
Your friend,					
Andy					
20.8.21					
Hi Andy,					
Thanks for the email which finds me reasonably fit; than					
As long as the usual conditions are met, gift aid can be c					
you might find interesting.					
God bless,					
Nigel					
16.12.21					
Hello Nigel,					
We are now using an online payment system on our web					
However, the processing company make a charge for the					
The questions is, how do I receipt the donations made by					
So I will appreciate your advice for how we should deal v					
Many thanks.					
Your friend,					
Andy					
31.12.21					
Hi Andy,					
Having reviewed the records, the following points arise:					
1 - Tab "c21" of the attached is an updated digital copy c					
so I've corrected this to show the 2020 figures. I've also					
balances agree with the "Receipts and payments" sheet.					
so these have been included in line 51 of the tab, and the					
Assets and Liabilities (by code)" sheet.					
2 - Would it be possible to have copies of the spreadshee					
I'd be interested to see the financial information now bei					
3 - Please may I see the gift aid claim sent to HMRC (£7,					
4 - WKEX12 includes £458.99 "AP private purchase - wrc					
5 - Would you accept a charge of £160 from this time rou					
Referring to your email dated the 16th, I have to admit r					
receipt is drafted as "Gross gift less card charge equals n					
any restricted element will result in the restricted fund or					
When can I expect the personal tax details to check?					
Look forward to your reply and "Happy new year!"					
Nigel					

Independent examiner's report on the accounts to the trustees of The Damascus Trust

I report to the trustees on my examination of the accounts of the charity for the year ended 5 April 2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

N K Smith FCA

19 Highbury Way, Great Cornard, Sudbury, Suffolk, CO10 0HE

7 January 2022