



CHARITY COMMISSION
FOR ENGLAND AND WALES

Mustard Seed Christian Ministries

Annual Report and Accounts
For year ended 31st March 2021



Charity Number: 1048903

Contents

Page

Introduction	2
The Key Facts	3
Summary Legal and Administrative Details	4
Trustees' Report	5
Report of the Independent Examiner	11
Receipts and Payments Account	12
Statement of Assets and Liabilities	13
Notes and Accounting Policies	14



Introduction

For obvious reasons, 2020/21 has been a difficult and different year.

The impact of the coronavirus pandemic has been global and local, and, like other businesses and charities across the world and in East Devon, we have been significantly impacted by it. Long periods of lockdown, Trustees' meetings on Zoom, getting to grips with changing legislation and resultant administrative demands, furloughing of staff with all its implications for the continuing management of the premises, concern for the vulnerable section of our clientele and how they are coping during these enforced periods of isolation and lack of support, and myriad other issues have stretched and challenged us.

And yet, the generous support of the Government through small business grants, relief from business rates and payments through the Job Retention Scheme has meant that we have been able not only to maintain a secure financial position but also to contemplate, and begin to prepare for, modest improvements to the outside of the building. Because of the pressure on tradesmen locally, we have struggled to obtain quotations and faced long delays before work can be done, but we have managed to get long overdue external decoration of the building completed, and are now looking forward to having our remaining single-glazed windows upgraded to double glazing, and to having our shop signage renewed.

And so, despite it all, we remain in a sound financial position and confident that we have a future, at least for the time being. We have managed and survived one of the most difficult years in the history of the charity, and remain in a position to serve our constituency into the future. We are grateful to God, and to all those who have, through practical action, generous financial support and committed praying, seen us through. I am particularly grateful to the Trustees and Staff, who have worked hard through the year to ensure that we remain focused on our responsibilities and committed to our vision. Long may it last.

God bless you in these testing times.



David Lewis
Chair, The Mustard Seed Christian Ministries

December 2021

The Key Facts

Like thousands of other small businesses and charities, we have experienced the need to draw in our horns and suffered some loss of impetus.

Nevertheless...

- We've weathered a pandemic and discovered Zoom!
- We have managed to retain all our staff, furloughed as necessary.
- We have benefited greatly from significant Government support in the shape of the Job Retention Scheme, Small Business Grants and Business Rate Relief, for all of which we are very grateful..
- We have taken advantage of 'lockdown time' to plan for the future by reviewing our financial procedures, and seeking to recruit new volunteers and trustees.
- We have developed a Risk register.
- We have reviewed some of our policies and timetabled regular review of them all.
- We have amassed sufficient reserves for three months' core costs (i.e. Operating Expenditure.)
- We have repaid all our outstanding loans since 31 March 2021.
- We have made some important decisions in relation to the ways we seek to serve our local community.
- We have begun the process of external re-decoration and signage improvement.
- We have developed and are now rolling out a marketing strategy.
- We have adjusted our hours as necessary.
- We have kept our customers safe.
- We have affiliated to Bookshop.org and are finding that supportive.
- None of the Trustees have had a heart attack - yet!



Summary Legal and Administrative Details

1 Status

The Trust was constituted by Trust Deed on 2 March 1995, and that Deed was subsequently amended by an Agreement dated 15th May 2014. The Trust is regarded as a charity and is registered with the Charity Commissioners under reference number 1048903.

2 Trustees

Members of the Board of Trustees during the year were as follows:

Mr M Brown

Mrs R Ray

Rev D Lewis

Mr K Sparks

Mrs J Davis

Chair

Treasurer

Secretary

3 Registered Office

1 All Saints Road

Sidmouth

Devon

EX10 8ER

4 Professional Advisors

Bankers:

HSBC

Fore Street

Sidmouth

Devon

EX10 8AA

Independent Examiner:

Robin Johnson FCCA

York Cottage

10 Sidlands

Sidmouth

EX10 8UE

5. Statement of Trustees' Responsibilities

Charity law 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 for that period. In preparing those financial statements, the Trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements that are reasonable and prudent;
- c) state whether the policies adopted are in accordance with the appropriate Charity Commission guidelines for Receipts and Payments Accounts, subject to any material departures disclosed and explained in the financial statements; and
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations.

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

Trustees' Annual Report

Period: 1st April 2020 to 31st March 2021

Charity name: Mustard Seed Christian Ministries

Charity registration number: 1048903

Objectives and Activities:

The Purposes of the Charity

To advance the Christian religion by

- Selling Christian books and gifts
- Supporting other organisations doing the same
- Running a Social Enterprise cafe

Our Main Activities

We run a Christian bookshop serving the residents of East Devon and visitors to it, selling books, cards and gifts

We provide Christian books to churches and other organisations

We continue to develop a Social Enterprise Café/Community Hub

Public Benefit

We have consulted the Commission's guidance on public benefit and believe that we satisfy it by virtue of the fact that our bookshop and café are open to the public and that we market our services across East Devon. We seek to be inclusive of all regardless of ethnicity, age, gender, faith, sexual orientation, social background or situation, or ability, both in relation to our recruitment of staff and volunteers and in relation to our clientele.

Additional information

Social Investment

We run a café which increasingly fits the description of a Social Enterprise, and as such represents an investment in the local community as a whole and in specific sectors within it.

We support several volunteers with additional needs.

We work with other local organisations in supporting homeless and vulnerable people in the Sid Valley and beyond.

We offer a safe and secure place of rest and affordable refreshment for those who need it. We have regular customers who live alone and who come for company and informal help with problems. We try to have experienced listeners available.

We provide cooked meals and hot drinks to homeless people and others coping with poverty through our Street Scene fund.

We see all the above as appropriate to our primary purpose of advancing the Christian religion, by living out our faith in the way we run the charity as well as by promoting the message through the bookshop.

Volunteers

Our three excellent staff are ably supported by a complement of volunteers, many of whom are extremely capable and serve the ethos of the bookshop and café very well. Some as noted above have a range of additional needs and are cared for and developed both by staff and other volunteers, as well as by a loyal customer base which increasingly recognises the value of what we are doing.

Other

We offer a work placement each year to a hard-to-place student from the local secondary school, both for a full week and at other times when requested.

We have a staff handbook which contains a full complement of policies relating to their work. New volunteers are inducted by the Manager or Assistant Manager.

Locals and visitors, of whom there are many because of our town's reputation as a holiday destination, often comment on the 'lovely atmosphere' of the shop and, in the case of the visitors, express regret at the loss of similar provision in their own areas. We record these comments for evidential purposes.

Achievements and Performance

Main Achievements

In 2020/21 we sold £9,374 worth of Christian books, cards and gifts to residents, churches, other organisations and visitors to the town. We continued to serve the Sidmouth community and beyond amid tight financial constraints.

We are developing our role as a Social Enterprise café, supporting those volunteers and developing our support for homeless and vulnerable people within the community. In that connection we have developed our links with other organisations in the community serving the same constituency.

As noted above, the number of comments from visitors appreciating what we offer and the way we offer it continues to grow.

The Staff Team continue to grow in effectiveness and in their ability to support the strong team of volunteers, some of whom have additional needs. The latter grow in confidence and skills, some progressing from kitchen work to contact with customers.

Our Manager and another staff member were unable to attend the Christian Resources Together Conference this year, for the obvious reason that it was cancelled! They continue to keep themselves updated on Health and Safety and Food Preparation issues

Additional information

Achievements against objectives set

During 2020/21 we were successful in sustaining and even building robust cash balances. Post balance sheet, we have repaid the outstanding loan of £11,400 in full. We have also been able to designate £15,000 for planned renovations.

Fundraising

During 2020/21 our 'One In A Thousand' Appeal raised £5,776. We hope that this figure will continue to grow, to help, alongside other things, towards long-term sustainability.

Financial Review

Closing Financial Position	In the year ended 31 March 2021 we had net incoming resources of £51,335, a 597% increase on 2019/20 (surplus £7,365, principally explained by the generous Government support amounting to £41k for the extensive periods during which we had to remain closed, and the periods during which we were having to operate under COVID-19 restrictions.)
Reserves Policy	The charity has a policy of reserving three months' Operating Expenditure in order to offset potential financial challenges arising. This has meant that so far we have been able to weather these uncertain times with some confidence surrounding our future. We remain committed to sustaining a reserves account as a matter of priority.
Amount of Reserves held	We carry £30,000 of cash Reserves designated for our Operating Expenditure, and another £15,000 for Renovations.
Reasons for holding zero reserves	N/A
Details of fund materially in deficit	N/A
Uncertainties Going Forward	The impact of the COVID 19 pandemic has challenged our future viability like that of many other businesses. As a result of our experience during the past twelve months, we remain confident that we will be able to continue trading with the support of our loyal supporters and customers, recognising that it will nonetheless pose significant challenges. We continuously review options in order to safeguard our future.
<i>Additional information</i>	
Principal sources of funds	We have generated most of our income from donations in this particular year. We run an Appeal for people to partner with us by regular donation of small sums of money.
Investment policy and objectives	N/A
Principal Risks facing the charity	Like all small Charities we face the challenges of rising costs, VAT liability, Business Rates and internet shopping. We are working hard to minimise costs and maximise income. The major risks facing us are a reduction in large donations and the financial consequences of the COVID 19 crisis.

Structure, Governance and Management

Description of charity's trusts	The Trust was constituted as an Unincorporated Association by Trust Deed on 2 nd March 1995 and is regarded as a Charity. The Deed was amended by an Agreement dated 15 th May 2014.
Trustee Selection	New Trustees are appointed by invitation of the existing Trustees. Officers are elected by the Trustees. The Trustees are all volunteers and do not receive any remuneration or benefits.

Additional information

Induction and Training of Trustees	We refer new Trustees to the Charity Commission documentation for new Trustees, and discuss with them the issues arising from these. We try where possible to incorporate reviews of topics covered by the documentation in Trustees' meetings.
Organisational structure	The Charity is overseen by a small group of Trustees from local churches, and managed by three paid Staff, a manager, an assistant manager and a baker. All three are part-time.
Related Parties	We have informal links with the churches of the Sid Valley, and work closely with Gateway, the local organisation supporting the homeless, with the Sid Valley Food Bank and with Sid Valley HELP, a local networking organisation working particularly to support the lonely and isolated.
Other	During 2020/21 all of our Trustees Meetings were conducted on Zoom.

Reference and Administrative details

Charity name	Mustard Seed Christian Ministries
Other name the charity uses	N/A
Registered charity number	1048903
Charity's principal address	1 All Saints Road Sidmouth Devon EX10 8ER

Names of the 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)
Mr Michael Brown			
Mrs Jo Davis	Secretary		
Mrs Ruth Ray			
Revd David Lewis	Chair		
Mr K Sparks	Treasurer		

Names of trustees for the time being holding title to property belonging to the charity

Name	Dates acted if not for whole year
Michael Brown	
Jo Davis	
David Lewis	
Ruth Ray	
Kieth Sparks	

Funds held as custodian trustees on behalf of others N/A

Additional information

Names and addresses of advisers

Type of adviser	Name	Address
Bank	HSBC	Fore Street, Sidmouth, Devon EX10 8AA
Independent Examiner	Robin Johnson	10 Sidlands, Sidmouth, Devon EX10 8UE

Name of senior staff member

Sally Wilshaw (Manager)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Intra-staff confidentiality

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

David Lewis.

Kieth Sparks

Full name(s)

David Antony Lewis

Kieth Sparks

Position

Chairperson

Treasurer

Date

14th December 2021



Report of the Independent Examiner

I report to the Trustees on my examination of the accounts of the Mustard Seed Christian Ministries Trust for the year ended 31 March 2021, which are set out on pages 12 to 15.

Responsibilities as Trustees of the Charity and Basis of Report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 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.

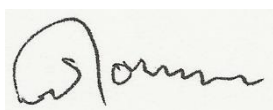
Independent Examiner's Statement

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

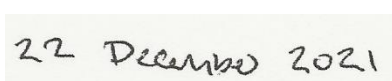
1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed:



Date:



Name: **Robin Johnson**

FCCA

Address: **10 Sidlands
Sidmouth
Devon EX10 8UE**

Receipts & Payments Account

Year ended 31 March 2021	Notes	2021			2020
		Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
Incoming Resources					
Donations		16,754	1,700	18,454	1,817
Legacies		5,000	-	5,000	-
Book shop sales & Commission		4,835	-	4,835	3,306
Sales of cards and gifts		4,539	-	4,539	2,303
Sales of refreshments		10,135	130	10,265	11,394
Government Grants		40,951	-	40,951	-
Total Incoming Resources		82,214	1,830	84,044	18,820
Direct Charitable Expenditure					
Cost of sales	4	8,411	31	8,442	12,124
Expenses	5	23,786	478	24,264	13,077
Interest received		(14)	-	(14)	(8)
Total resources expended		32,183	509	32,692	25,193
Net incoming resources		50,031	1,321	51,352	(6,373)
Transfers between funds		-	-	-	-
Total funds at 31 March 2020		284,959	2,223	287,182	293,555
Total funds at 31 March 2021		334,990	3,544	338,534	287,182

Statement of Assets and Liabilities

Year ended 31 March 2021

	Notes	2021			2020
		Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
Fixed assets					
Freehold property (at cost)		161,887	-	161,887	161,887
Property extension (at cost)		92,829	-	92,829	92,829
Fixtures and fittings (WDV)		9,133	-	9,133	9,133
Computer equipment (WDV)		145	-	145	145
		<u>263,994</u>	<u>-</u>	<u>263,994</u>	<u>263,994</u>
Current assets					
Stocks		16,155	-	16,155	16,578
VAT		1,202	-	1,202	-
Bank and cash balances	3	65,477	3,544	69,021	25,050
		<u>82,834</u>	<u>3,544</u>	<u>86,378</u>	<u>41,628</u>
Less: Current liabilities					
Creditors		438	-	438	5,840
Interest free loans		11,400	-	11,400	12,600
		<u>11,838</u>	<u>-</u>	<u>11,838</u>	<u>18,440</u>
Net current assets		70,996	3,544	74,540	23,188
Net assets		<u>334,990</u>	<u>3,544</u>	<u>338,534</u>	<u>287,182</u>
Restricted Fund (Street Scene)		-	3,544	3,544	2,223
Designated Funds (Renovations)		15,000	-	15,000	8,709
(3 month's Operating Expenditure)		30,000	-	30,000	-
General Purposes Fund		289,990	-	289,990	276,250
Total Funds		<u>334,990</u>	<u>3,544</u>	<u>338,534</u>	<u>287,182</u>

Signed on behalf of the Trustees:

David Lewis

Chairperson

Keith Sparks

Treasurer

Date: 14th December 2021

Notes and Accounting Policies

Year ended 31 March 2021

1. Accounting policies

The financial statements have been prepared in accordance with the Charity Commission guidance for Receipts and Payments Accounts.

a) **Income**

All income is recognised on a received basis.

b) **Fund accounting**

The Charity's Unrestricted Fund consists of funds which the Charity may use for its charitable purposes.

A Designated Fund has been created relating to Renovations.

c) **Expenditure**

All expenses are accounted for on a receipts and payments basis.

2. Trustees' remuneration and expenses

No remuneration or expenses was paid by the Charity to any of the Trustees for their services during the year.

3. Bank and cash balances

	2021	2020 £
Current account	10,746	6,396
Deposit account	47,438	9,594
Building account	7,172	6,637
Street Scene Account (Restricted)	3,544	2,223
Petty cash account	121	200
	69,021	25,050

Notes and Accounting Policies (continued)

Year ended 31 March 2021

	2021			2020
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
4. Cost of Sales				
Book shop purchases	5,390	-	5,390	21,530
Postage on sales orders	124	-	124	184
Catering purchases	2,295	130	2,425	14,625
Credit/Debit card charges	503	-	503	901
	8,312	130	8,442	37,240
5. General expenses				
Staff Costs	14,773	297	15,070	37,251
Rates	-	-	-	4,939
Utilities	3,372	68	3,440	3,075
Premises - renewals & maintenance	1,387	28	1,415	780
Equipment - renewals & maintenance	86	2	88	1,212
Cleaning & hygiene costs	425	7	432	948
Disposal of waste	550	11	561	1,017
Telephone & internet charges	409	8	417	402
IT & Till Costs	641	13	654	1,389
Advertising	431	9	440	145
Stationery	74	1	75	317
General insurances	1,186	24	1,210	1,181
Legal & Professional Fees	-	-	-	255
Bank charges	375	8	383	730
Sundry	77	2	79	229
	23,786	478	24,264	53,870