

**Annual Report
and
Income & Expenditure Account and Balance Sheet
of the
Mansfield Christian Book Centre**

for the Year Ended 31st March 2021

2 Newgate Lane
Mansfield
Nottinghamshire
NG18 2LF

Annual Report for the Year Ended 31st March 2021

The charity was established by Trust Deed on 5th November 1997, which was amended by the Supplemental Deed dated 30th January 1998, and is registered with the Charity Commission, registration number 1068757.

The Trustees during the year were: -

| | |
|---------------------|----------|
| Mr. Michael Stevens | Chairman |
| Mr. Vernon Smith | |
| Mrs. Carol Smith | |
| Mr. Robert Townsley | |
| Mrs. Pam Townsley | |

The charity has been established for the advancement of Christian religion in the East Midlands. In furtherance of this the principle activities of the charity are the running of a Christian bookshop and coffee bar under the control of the manager appointed by the trustees.

This year has been a real rollercoaster of a year, when we ended our last financial year closed in the first lock down due to COVID-19 pandemic which lasted till July 15th, only making the shop front open to revive post three times a week, with the opportunity for us to do a very limited click and collect service for our regular customers to collect their reading notes.

During this time, we appointed our new manager (part time) and some new volunteers when we were to reopen. Because of the reduced restrictions, the Churches and other groups were slow in taking up this opportunity when we reopened, some of them going online for the first time because of the COVID-19 restrictions they have been living with.

We were also coming into the summer holiday period so business is normally slow, despite our efforts of using the social media to advertise the shop was open. We had started to order our Christmas stock and paid for it, even now though we were open in December, the churches were still not ready to order, being closed in November and again being shut down in January to April 15th. We were able to claim the Coronavirus Job Retention Scheme grant for our new manager which helped contribute to his salary.

Despite all this our Lord provided the answer to all our prayers as we lifted our situation before Him, which in a way turned this pandemic into a silver lining, for we own the shop/building and pay rates on it, that made it possible to receive most of the small business Government Grants provided by Mansfield District Council to help meet our overheads. We were able to get a business interruption claim from our insurers (only for 2019/2020), between them they more than compensated for the running costs of the shop for this financial year. We also have some of our Easter/Christmas stock all paid for, giving us a good start for when we reopen.

We were still able to support some of our local charities over Christmas 2019/2020, like the Mansfield homeless shelter and the Beacon project which also helps minister to the homeless, plus some other local charities. We can only thank God, who has changed what could have been enough to close us down, helped with the Government Small businesses COVID-19 grants, that has turned this situation into a springboard to meet the needs of the Churches/Christian and non-Christian alike through the shop in Mansfield, to help fulfil our mission statement; "Bought for the Town – Serving the Community" as we desire only to be available for the who soever that needs our help in the Lord's name.

Lastly, we want to say thank you to all our customers, suppliers, dedicated volunteers and our manager who have done the best that was possible to do in the light of COVID-19 pandemic, and also the trustees trying to hold all things together. We continue to pray the Lord's protection over us and our families and that our suppliers will be able to weather the storm, as shop/churches/customers have been under lock down so many months of this year. We can only hope and pray that the coming year will not be so affected by this COVID-19 pandemic and we can give God all the praise and glory as co-workers with Him in running His business.

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

Signed on behalf of the charity's trustee's



Mr. M. Stevens

Dated: 26th November 2021

Mansfield Christian Book Centre

Independent Examiner's report to the Trustees of the Mansfield Christian Book Centre

I report on the accounts of the Trust for the year ended 31st March 2021, which are set out on pages 3 to 8.

Respective responsibilities of trustees and independent examiner

The charity's trustees consider that an audit is not required for this year (under section 42(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to: -

- examine the accounts (under section 43 of the Act)
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



MR. M. SEALS F.C.C.A
CHARTERED CERTIFIED ACCOUNTANT
SEALS KING & CO. LIMITED
17 BRUNTS STREET
MANSFIELD
NOTTS
NG18 1AX

Dated: 26th November 2021

Mansfield Christian Book Centre
Accounts for the year ended 31st March 2021

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31st March 2021

| | <u>Note</u> | <u>UNRESTRICTED FUNDS</u> | | <u>UNRESTRICTED FUNDS</u> | |
|---|-------------|---------------------------|----------------|---------------------------|---------------|
| | | <u>M.C.B.C</u> | <u>M.O.V.E</u> | <u>TOTAL FUNDS</u> | |
| | | <u>2021</u> | <u>2021</u> | <u>2021</u> | <u>2020</u> |
| | | £ | £ | £ | £ |
| Income and Expenditure | | | | | |
| Incoming Resources: | | | | | |
| Donations | 2 | 1,445 | - | 1,445 | 6,248 |
| Bookshop and coffee bar receipts | 3 | 8,280 | - | 8,280 | 17,788 |
| M.O.V.E receipts | 3 | - | 123 | 123 | 355 |
| Grants and Other Income | | 25,577 | - | 25,577 | - |
| Less internal sales | | - | - | - | - |
| Total Incoming Resources | | 35,302 | 123 | 35,425 | 24,391 |
| Resources Expanded: | | | | | |
| Direct charitable expenditure | 4 | 15,087 | 422 | 15,509 | 22,420 |
| Management and administration of the charity | 5 | 1,779 | - | 1,779 | 2,483 |
| Total Resources Expanded | | 16,866 | 422 | 17,288 | 24,903 |
| Net Incoming/(Outgoing) Resources for the year | | 18,436 | (299) | 18,137 | (512) |

All operations are continuing.

Mansfield Christian Book Centre
Accounts for the year ended 31st March 2021

BALANCE SHEET


For the year ended 31st March 2021

| | <u>Note</u> | <u>2021</u> | <u>2020</u> |
|---|-------------|---------------|---------------|
| | | £ | £ |
| Fixed Assets: | | | |
| Tangible fixed assets | 6 | 20,104 | 20,122 |
| Intangible fixed assets | 7 | - | - |
| | | <u>20,104</u> | <u>20,122</u> |
| Current Assets: | | | |
| Stock | 8 | 15,185 | 16,002 |
| Debtors and prepayments | 9 | 872 | 1,118 |
| Cash at bank and in hand | 10 | 21,563 | 2,615 |
| | | <u>37,620</u> | <u>19,735</u> |
| Current liabilities | | | |
| Creditors: Amounts falling due within one year | 11 | 834 | 1,094 |
| | | <u>834</u> | <u>1,094</u> |
| Net current assets | | <u>36,786</u> | <u>18,641</u> |
| Total assets less current liabilities | | 56,890 | 38,763 |
| Creditors: Amounts falling due after more than one year | 11 | 8,944 | 8,954 |
| | | <u>8,944</u> | <u>8,954</u> |
| Net Assets | | <u>47,946</u> | <u>29,809</u> |
| Represented by: | | | |
| General purpose fund | | | |
| Opening balance | | 29,633 | 30,241 |
| Transfer from (to) MOVE | | (1,500) | - |
| Net incoming/(outgoing) resources | | 18,436 | (608) |
| | | <u>46,569</u> | <u>29,633</u> |
| Mansfield Outreach Venture Evangelism Fund | | | |
| Opening balance | | 176 | 80 |
| Transfer to (from) General Purpose Fund | | 1,500 | - |
| Net incoming/(outgoing) resources | | (299) | 96 |
| | | <u>1,377</u> | <u>176</u> |
| Total Funds | | <u>47,946</u> | <u>29,809</u> |
| | | - | - |

Approved by the Board of Trustees

On 26th November 2021

And signed on its behalf by


 Mr. M. J. B. Stevens

Mansfield Christian Book Centre

Notes to the Accounts for the Year Ended 31st March 2021

1. Accounting Policies

For the year ended 31st March 2021.

Basis of Accounting

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice – The Charities (Accounts and Reports) Regulations 2005.

Voluntary Income and Donations

Voluntary income and donations are accounted for as received by the charity.

Interest Received

Deposit account interest is received gross and is credited on a receivable basis.

Book Shop and Coffee Bar Receipts

Bookshop and coffee bar receipts are derived from the trading activities of the charity and are stated after the deduction of trade discounts and VAT.

Covenants and Gift Aid Donations

This income is shown gross and includes the appropriate tax refund due on the amount donated during the year. The charity has benefited from a deposited covenanted scheme, whereby the amount payable under a deed is loaned at a commencement of the four year period and then released as each annual payment falls due.

Gifts in Kind

Gifts are recognised in the Income and Expenditure Account in the period in which they are receivable by the charity based on a reasonable estimate of their value to the charity.

Allocation of Expenditure

Direct charitable expenditure is the costs attributable to the trading activities of the charity. All other expenditure relates to the management and administration of the charity.

Tangible Fixed Assets and Depreciation

Depreciation is calculated to write down the cost of assets to their estimated residual value over the period of their estimated useful economic lives, which are considered to be:

Fixtures, fittings and equipment – 15% on reducing balance basis.

Depreciation is not provided on freehold land and buildings as in the opinion of the trustees the depreciation charge and accumulated depreciation is not material.

Intangible Fixed Assets

Goodwill is amortised by equal annual instalments over the estimated useful economic life of five years.

Stock

Stock is valued at the lower of cost and net realisable value.

Going Concern

Mansfield Christian Book Centre has been impacted by the Coronavirus (Covid 19). This has had an impact on our operations, customers, suppliers and staff. We have (where appropriate) utilised the grants and benefits available from the Government and are taking all the steps we can to protect the future of the charity. Although the total impact is still uncertain the trustees believe that it is appropriate to prepare the accounts on a going concern basis.

2. Donations

| | <u>M.C.B.C</u> | <u>M.O.V.E</u> | <u>Total Funds</u> | |
|--------|----------------|----------------|--------------------|--------------|
| | <u>2021</u> | <u>2021</u> | <u>2021</u> | <u>2020</u> |
| | £ | £ | £ | £ |
| Others | 1,445 | - | 1,445 | 6,248 |
| | <u>1,445</u> | <u>-</u> | <u>1,445</u> | <u>6,248</u> |

Mansfield Christian Book Centre
Accounts for the year ended 31st March 2021

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021

| | <u>UNRESTRICTED FUNDS</u> | | <u>UNRESTRICTED FUNDS</u> | |
|--|---------------------------|----------------|---------------------------|----------------|
| | <u>M.C.B.C</u> | <u>M.O.V.E</u> | <u>TOTAL FUNDS</u> | |
| | <u>2021</u> | <u>2021</u> | <u>2021</u> | <u>2020</u> |
| | £ | £ | £ | £ |
| 3 Trading Activities Bookshop and Coffee Bar | | | | |
| Turnover: | 8,280 | 123 | 8,403 | 18,143 |
| Cost of sales: | | | | |
| Opening Stock | 15,988 | - | 15,988 | 16,486 |
| Purchases | 4,369 | - | 4,369 | 9,948 |
| | <u>20,357</u> | <u>-</u> | <u>20,357</u> | <u>26,434</u> |
| Less closing stock | 15,148 | - | 15,148 | 15,988 |
| | <u>5,209</u> | <u>-</u> | <u>5,209</u> | <u>10,446</u> |
| Gross profit | 3,071 | 123 | 3,194 | 7,697 |
| Less other direct charitable expenses - see note 4 | 9,878 | 422 | 10,300 | 11,974 |
| Net profit/(loss) for the year before management and administration costs | <u>(6,807)</u> | <u>(299)</u> | <u>(7,106)</u> | <u>(4,277)</u> |

4 Direct Charitable Expenditure

Direct charitable expenditure is the expenditure incurred from the trading activities of the charity from the book shop and coffee bar and comprises:

| | £ | £ | £ | £ |
|-------------------------------------|---------------|------------|---------------|---------------|
| Cost of sales: | 5,209 | - | 5,209 | 10,446 |
| Other expenses: | | | | |
| Salaries and wages | 5,400 | - | 5,400 | 5,540 |
| Repairs and renewals | 827 | - | 827 | 595 |
| Telephone | 1,076 | - | 1,076 | 902 |
| Postage, stationery and advertising | 667 | - | 667 | 753 |
| Light & heat | 930 | - | 930 | 1,818 |
| Insurance | 671 | - | 671 | 636 |
| Rent, rates and water | 239 | - | 239 | 1,708 |
| Donations | 50 | 422 | 472 | - |
| Bad Debt | - | - | - | - |
| Depreciation, fixtures and fittings | 18 | - | 18 | 22 |
| | <u>9,878</u> | <u>422</u> | <u>10,300</u> | <u>11,974</u> |
| | <u>15,087</u> | <u>422</u> | <u>15,509</u> | <u>22,420</u> |

Mansfield Christian Book Centre
Accounts for the year ended 31st March 2021

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021

| 5 Management and Administration of the Charity | <u>UNRESTRICTED FUNDS</u> | | <u>UNRESTRICTED FUNDS</u> | |
|--|---------------------------|----------------|---------------------------|--------------|
| | <u>M.C.B.C</u> | <u>M.O.V.E</u> | <u>TOTAL FUNDS</u> | |
| | <u>2021</u> | <u>2021</u> | <u>2021</u> | <u>2020</u> |
| | £ | £ | £ | £ |
| Bank interest and charges | 530 | - | 530 | 729 |
| Accountancy | 675 | - | 675 | 620 |
| Licences, subscriptions and marketing | 189 | - | 189 | 382 |
| Computer expenses | 280 | - | 280 | 328 |
| Sundry expenses | 105 | - | 105 | 424 |
| | <u>1,779</u> | <u>-</u> | <u>1,779</u> | <u>2,483</u> |

No emoluments were paid to or receivable by the trustees in respect of their services to the charity.

| 6 Tangible Fixed Assets | Freehold Property £ | Fixtures and Fittings £ | Total £ |
|---|---------------------------|-------------------------------|---------------|
| Cost at 1st April 2020 | 20,000 | 1,102 | 21,102 |
| Additions during year | - | - | - |
| | <u>20,000</u> | <u>1,102</u> | <u>21,102</u> |
| Accumulated depreciation at 31st March 2021 | - | 998 | 998 |
| | <u>20,000</u> | <u>104</u> | <u>20,104</u> |

| 7 Intangible Fixed Assets | Goodwill £ |
|---|---------------|
| Cost at 31st March 2016 and 31st March 2021 | <u>3,000</u> |
| Accumulated amortisation at 31st March 2016 and 31st March 2021 | <u>3,000</u> |
| Net book value at 31st March 2016 and 31st March 2021 | <u>-</u> |

Mansfield Christian Book Centre
Accounts for the year ended 31st March 2021

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31st March 2021

| | | |
|--|--------------------|--------------------|
| 8 Stock | <u>2021</u> | <u>2020</u> |
| | £ | £ |
| Goods for resale | 15,148 | 15,987 |
| Other Stock | 37 | 15 |
| | <u>15,185</u> | <u>16,002</u> |
| 9 Debtors | <u>2021</u> | <u>2020</u> |
| | £ | £ |
| Trade debtors | 67 | 364 |
| VAT | 251 | 311 |
| Prepayments | 554 | 443 |
| | <u>872</u> | <u>1,118</u> |
| 10 Cash at Bank and in Hand | <u>2021</u> | <u>2020</u> |
| | £ | £ |
| M.C.B.C | | |
| Current account | 20,156 | 2,409 |
| Cash in hand | 30 | 30 |
| | <u>20,186</u> | <u>2,439</u> |
| M.O.V.E | | |
| Current account | 1,128 | 50 |
| Cash in hand | 249 | 30 |
| | <u>1,377</u> | <u>80</u> |
| | <u>21,563</u> | <u>2,519</u> |
| 11 Creditors | <u>2021</u> | <u>2020</u> |
| | £ | £ |
| a. Creditors: Amounts falling due within one year | | |
| Loans | | 270 |
| Trade creditors | 158 | 152 |
| PAYE | (103) | (103) |
| Accruals | 779 | 775 |
| | <u>834</u> | <u>1,094</u> |
| b. Creditors: Amounts falling due after more than one year | | |
| Loans | <u>8,944</u> | <u>8,954</u> |

Outstanding loans at 31st March 2021 amounting to £8,944 (2020 - £9,224) are unsecured loans from other organisations and includes a loan of £3,900 from the Trustees.