

Green Pastures (Dereham)

(A company limited by guarantee)

Trustee Annual Report
and Financial Statements
for the period
1.2.20 – 31.1.21

Charity Number: 1104249
Company Number: 5014262

Green Pastures (Dereham)
Annual Report and Financial Statements
For the year ended 31st January 2021

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Annual Report and Financial Statements
For the year ended 31st January 2021

The Trustees present their report and accounts for the year ended 31st January 2021 which have been prepared in accordance with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice (FRSSE) (issued 2015).

Legal and administrative Information

Charity Name: Green Pastures (Dereham)

Charity Number: 1104249

Company Number: 5014262

Directors and Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity and throughout this report are collectively referred to as its trustees and are as follows:

Lance Birks - Chair of Trustees
Elaine Bayley
Anita Clarke
Mark Cockbill
Christine Dove
Sheila Knowles
John Lee (to 5/11/20)
Paul Taylor (from 5/11/20)

Registered Office and Principal Address

20, Norwich Street, Dereham, Norfolk, NR19 1BX

Bankers

National Westminster Bank, 32, Market Place, Dereham, Norfolk, NR19 2AR

Independent Reporting Accountant

R. D Land, 19, Recreation Road, Hethersett, Norwich, NR9 3EF

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Annual Report for the period 1st February 2020 to 31st January 2021.

Report of the trustees

Legal and Administrative information set out on page 1 forms part of this report.

Public Benefit

The trustees have had due regard to the Charity Commission guidance on public benefit reporting. This report illustrates the activities undertaken to support the public benefit requirement.

Organisation

The charity is a charitable company limited by guarantee, incorporated on 13th January 2004, it changed its name on 25th April 2004 and registered as a charity on 9th June 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The charity is managed by the trustees who meet regularly to consider the progress of the charity and to consider its future direction and activities. The day-to-day operation of the charity is delegated to the Managers.

Trustee Appointments

Trustees are appointed by the existing trustees to meet the needs of the trustee board.

Objects of the charity

The charity has the following objects:

- To advance the Christian Faith in Norfolk for the benefit of the public through the sale of Bibles, Christian books, music, cards and related products
- To advance the Christian Faith for the benefit of the people of Dereham by the application of the profits (if any) from sales at Green Pastures to the upkeep and aims of Dereham Baptist Church.

Activities and Achievements

- Towards the end of the last financial year, we said goodbye to one of our valued Trustees, John Lee. In his place, we welcomed Paul Taylor onto the board who was voted in unanimously.
- In regards to the pandemic, we have had an unprecedented year and yet have withstood the challenges. This was helped to a large extent by the awards of several grants applied for by our Trustees.
- The Speaking Volumes initiative has continued to increase our sales; we have received ten orders from local primary schools which we will process in the coming days.
- We have recently become members of the Bookshop Association, not only to improve business effectiveness and enjoy money-saving deals; but also as a way of becoming full members of Bookshop.org. This has enabled us to claim 30% on every sale made through our page on their site. We are also anticipating that being part of the Bookshop Association will help us to make stronger contacts with local schools; not only that but we are the sole bookshop in the locality eligible to sell and redeem Book Tokens.
- Footfall has obviously decreased during this season due to the pandemic, however, it has made us aware of the need to develop a stronger online presence, and move towards having an online store. We have been fortunate in receiving many donations from

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Report of the Trustees (Continued)

customers, in particular, the Friends of Green Pastures towards this new venture which should be up and running in the next few days and weeks.

- We are also endeavouring to increase our online presence by reaching customers through newsletters via Mailchimp. We have had some good feedback from customers who have received the Green Pastures newsletters, and have consequently made sales through the products advertised.
- In a similar vein, we have tried to reach customers unable to visit the shop by offering a Zoom shopping experience. For example, we arranged a Zoom call with a regular Bookstall group which resulted in several sales.

Financial Review

The results of the charity show a profit of £ 5,083 for the year.

Reserves Policy

The charity holds reserves that provide for the ongoing work of the charity whilst retaining financial stability. Reserves are required to provide stock and to cover other working capital requirements. At the 31st January 2021 the reserves held were £37,043 (2020 £31,960) which the trustees consider adequate.

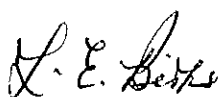
Responsibilities of the Trustees

Charity law requires the trustees to prepare financial statements for each financial period, which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are prudent and reasonable;
- 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 the going concern basis unless it is inappropriate to presume that the charity will continue in existence.

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 1993. 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.

Approved by the Directors on *16th June 2021*



And signed on its behalf by

LANCE E BIRKS CHAIR TRUSTEES
(Director/Trustee)

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Independent Accountants Report to the Members of Green Pastures (Dereham)

This is my report on the accounts for the year ending 31st January 2021 as set out on pages 6 to 9.

Respective responsibilities of trustees and reporting accountant.

These responsibilities are set out on page 4 of these statements namely that the trustees are responsible for the preparation of the accounts and that they consider that the company is exempt from an audit.

My responsibility has been to follow procedures which are designed to allow me to report my opinion.

Basis of Opinion.

I have carried out my work in accordance with the Statement of Standards for reporting Accountants comparing the accounts with the accounting records kept by the Company. To do this any necessary enquiries have been made to allow expression of assurances set out in my opinion.

Opinion

- 1) The financial statements are in agreement with financial records kept by the Company in accordance with the Companies Act 2006.
- 2) With regard to and on the basis of the information contained in the accounting records.
 - a) The Financial Statements have been drawn up consistent with the requirements of the act.
 - b) The Company satisfies the conditions for exemption from an audit of the financial statements for the year as specified in the Act and did not, at anytime during that year, fail within any of the categories of companies which are not entitled to the exemption specified in S477 of the Act.



R D Land
19, Recreation Road,
Hethersett,
Norwich
NR9 3EF

Date: 15/6/21

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Statement of Financial Activities (Including Income and Expenditure Account)
For the year ended 31st January 2021

	Notes	Total Funds 2021 £	Total Funds 2020 £
Incoming Resources			
Donations and Legacies		24,648	15,266
Incoming Resources from charitable activities		32,598	61,570
Investment Income		11	30
Other Incoming Resources		115	159
Total Incoming Resources		57,372	77,025
Resources expended			
Expenditure on Charitable activities	3	52,289	72,313
Other expenditure		0	0
Total Resources expended		52,289	72,313
Net Income for the period		5,083	4,712
Reconciliation of Funds			
Total Funds brought forward		31,960	27,248
Total funds carried forward		37,043	31,960

All of the activities of the charity were continuing.

The notes on pages 8 and 9 form part of these financial statements.

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Balance Sheet
As at 31st January 2021

	Notes	£	2020 £	£	2019 £
Fixed assets					
Tangible assets	8		325		650
Total Fixed Assets			<u>325</u>		<u>650</u>
Current assets					
Stock	9	12,004		11,900	
Debtors	10	41		396	
Cash at hand and in bank		<u>24,896</u>		<u>20,691</u>	
Total current assets		32,987		32,987	
Current liabilities					
Creditors: Amounts falling due within one year	11	223		1,677	
Net current assets			<u>36,718</u>		<u>31,310</u>
Total assets less current liabilities			<u>37,043</u>		<u>31,960</u>
The funds of the charity					
Unrestricted income funds			<u>37,043</u>		<u>31,960</u>
Total unrestricted funds			<u>37,043</u>		<u>31,960</u>

For the year ending 31/01/21 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act in respect to accounting records and for the preparation of accounts.
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Signed:

L. E. Birks

LANCE E BIRKS CHAIR TRUSTEES
(Director/Trustee)

Dated: *16th June 2021*

The notes on pages 8 to 9 form part of these financial statements.

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Notes to the accounts

1. Accounting Policies

a) Basis of Preparation

The accounts have been prepared under the historic cost convention and in accordance with the Accounting Regulation set out under the Charities Act 1993 and with the Charity Commission Statement of Recommended Practice: Accounting and Reporting by Charities 2015 (FRSSE)

b) Incoming resources are included when receivable.

c) Depreciation is provided at a rate of 25% straight line.

2. Legal status of the charity

The charity is a company limited by guarantee. The Directors of the company are its trustees. In the event of the charity being wound up, there is no liability in respect of the guarantee to the trustees of the charity.

3. Expenditure on Charitable activities

	Staff Costs £	Support Costs £	Other Direct Costs £	Total Funds 2020 £	Total Funds 2019 £
Cost of sales				19,314	33,428
Salaries	18,297			18,297	17,296
Fees		289		289	288
Rent			7,860	7,860	12,064
Insurance			363	363	343
Electricity				0	578
Repairs & Maintenance			307	307	126
Telephone/Broadband			407	407	400
Stationery, postages			216	216	376
Licences/Legal/Website			649	649	425
Hospitality/Conference/Travel		237		237	180
Miscellaneous			120	120	485
Marketing			8	8	53
Governance		210		210	170
C.Card /Bank Charges		535		535	630
Equipment/Reallocation Costs				0	4,632
Merlio Support		3,152		3,152	514
Depreciation				325	325
	<u>17,296</u>	<u>1,152</u>	<u>53,865</u>	<u>72,313</u>	<u>62,481</u>

4. Other expenditure
None

5. Trustee Remuneration
 No Sums were paid to Trustees.

6. Trustee Expenses
 No expenses have been paid to trustees for services provided.

7. Employees
 Cost of Staff Salaries for the year was £18,321. 2 staff were employed (2 in 2020)
 No employees received emolument exceeding £60k.

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Notes to the accounts (Cont.)

8. Fixed Assets

	Fixtures & fittings	Total
	£	£
Net Book value		
At 1 February 2020	650	650
At 31 January 2021	325	325

9. Stock

Stock consists of purchased goods for resale. Stocks are valued at the lower of cost and net realisable value.

	2021	2020
	£	£
Goods for resale	12,004	11,900

10. Debtors and Prepayments

	2021	2020
	£	£
Trade Debtors	41	187
Prepayments	0	209
	41	396

11. Creditors and Accruals

	2021	2020
	£	£
Trade Creditors	33	1,507
Accruals	190	170
	223	1,677