



## Trustees' Annual Report for the period

From 01.04.2020      Period start date    To 31.03.2021    Period end date

Charity name: Gap Ministries

Charity registration number: 1111373

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Gap Ministries (also known as Gap Kenya) exists to help street children in Mombasa, and the most vulnerable mothers and their children who live on or near the Mwakirunge Garbage Dump on the outskirts of Mombasa.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The charity runs several projects:</p> <p><b><u>Stepping Stones</u></b>            A day care centre for street children in the city to access food, showers, laundry, teaching, medical care if required, recreation and counselling. To share the love of Jesus with the children by showing them love and respect alongside the practical care they receive.</p> <p><b><u>Foster Family Home.</u></b>            A foster family home where 8 children live with foster parents who love and care for them and the children attend school.</p> <p><b><u>Joseph Centre.</u></b>            A day care centre near the Mwakirunge garbage dump for mothers and their children to access food and showers. The mothers are taught literacy skills alongside tailoring skills – they are currently making bags, uniforms and other items, and which are sold – to empower and enable them to earn a living and be able to move away from dependence on the dump. Their children are sent to the local school, their uniforms, books etc provided by the charity. We have also rehoused a number of the mum's and their children who were living in the polythene houses they constructed themselves within the dumpsite itself, which are easily destroyed when the rainy season arrives</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees can confirm that all the above projects have shown great public benefit to the mothers and children supported by Gap Kenya.
--	-----------	--

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>Gap Kenya has a great team of volunteer Trustees, whose roles are vital to the work of Gap Kenya, providing the governance and accountability required.</p> <p>We also have support volunteers who fund raise to provide some of the finance required to enable the Charity to achieve their objectives.</p> <p>Volunteers also visit the projects in Mombasa helping out in the centres and with the feeding on the Mwakirunge garbage dump.</p>
Other		

### Achievements and Performance

	SORP reference	
--	----------------	--

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

Para 1.20

1. The weekly feeding programme continues to provide basic food and clean water or juice for the people who usually scavenge for their food amongst the garbage and live in the most horrendous of circumstances, many living directly on the garbage dump amid the rubbish.
2. The Stepping Stones Centre continues to provide a safe place for street children to access food, showers, laundry, teaching and recreation alongside love, respect and fun.  
Several children attending the centre have been repatriated back to their families.  
One of the aims of the Stepping Stones Centre is to help street children to adapt to routine and discipline in preparation for leaving street life should they desire to do so. Several Stepping Stones children have been invited to live in various children's homes and are now attending school. Several children's homes visit the centre when they have vacancies in their home to offer places to the children attending Stepping Stones.  
Whilst the children are in the centre, they are obviously not out on the streets causing problems to the local people such as stealing and begging.
3. Eight children have left street life and now live with foster parents in the foster family home. The foster parents love and nurture the children who are able to attend school and live their lives in a safe and loving environment.  
Three of the children have won scholarships to a prestigious school in Mombasa.
4. The Joseph Centre has gone from strength to strength and currently caters for 12 mothers and their 42 children. The centre continues to teach the mothers to sew and to crochet alongside learning to read and write. The mothers are learning quickly and it is hoped that by the end of 2019 they will be able to make bags independently and without the help of the sewing teacher. The charity now employs a specific sewing teacher to teach the

		<p>mothers and this is turning out very well. The children continue to attend school, however due to the large class sizes, some are only allowed to attend for half a day. The rest of the time they are taught in the Joseph Centre.</p>
--	--	--

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Several children who attended Stepping Stones have recently been taken to stay at a home run by a church in Mombasa and are now at school.</p> <p>Gap Kenya now funds the education of 34 children whose mothers attend the Joseph Centre.</p> <p>Children in the foster family home all attend private school and are progressing well with their education.</p> <p>Three of the children in the foster home have won scholarships to a prestigious school in Mombasa and are doing very well with one of the boys at the top of his class.</p> <p>One child who has been in the project since 2012 recently moved out of the foster home to begin living independently. He is doing very well and is currently studying Mechanical Engineering at Mombasa University – he is now in his 3rd year.</p> <p>This made a place available within the foster home which has been filled with a young boy who was living in dire circumstances on the Mwakirunge Dump Site. He is now attending school</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Raising funds has been particularly challenging during the covid pandemic, where a lot of our fundraising activity hasn't been able to take place, but the charity has been able to raise enough money to finance all of it's current projects.</p> <p>We also managed to raise £23,000 to buy land and build our own Joseph Centre. We are currently in the process of looking for</p>

		suitable land. The Centre (when built) will enable us to
Investment performance against objectives	Para 1.41	The charity's policy is not to invest monies, but to forward plan and ensure that all commitments can be met.
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Full details of the income and expenditure are contained in the charities submitted accounts. The income receipts were £60,142 and after deducting payments of £37,848 we had a surplus of £22,294 income over expenditure
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's policy is not to hold reserves but to forward plan and ensure that all commitments can be met.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	Our work has seen significant expansion and year on year we have needed to and been able to meet those increased costs.
Details of fund materially in deficit	Para 1.24	We have no financial deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	We have no concerns about the charity continuing as a going concern

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	There are a number of Churches and small businesses who support the charity, some on a regular basis and others on an ad hoc basis. Again it was particularly challenging in this year as Covid made fund raising particularly difficult. There are also a number of individual people who give a regular, monthly donation to the charity.
Investment policy and objectives including any social investment policy adopted	Para 1.46	As already stated, the charity's policy is to not have investments at this time.

A description of the principal risks facing the charity.	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Gap Ministries is an Unincorporated Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The 4 existing trustees remain in post, and a further trustee John Mcmenemy joined as a 5 <sup>th</sup> Trustee.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>Potential trustees are generally proposed by our current members or by those people who have a strong interest in the charity but are unable to be trustees themselves due to other commitments etc.</p> <p>All potential candidates are spoken to by a trustee who outlines the role and implications of this to ascertain if a person is first of all suitable and secondly, if they are interested.</p> <p>If so, they are invited to the next Trustee meeting to meet all trustees and to discuss the role in more detail and for the Trustees to answer any questions they may have.</p> <p>They person is then given time to decide if they wish to take on the Trustee role. They are also given a list of publications from the Charity Commission website outlining and advising them on the role of a Trustee.</p> <p>Once appointed, the Trustee is advised of the term they will serve in this capacity following discussion between the board of trustees and themselves.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The charity is currently governed by 5 trustees all resident within the UK.</p> <p>The two founding trustees of Gap Kenya spend much of their time in Kenya, managing and working within the projects. Gap Kenya currently employs eleven Kenyan people including a manager who work within the project, six are full time staff and seven are part time staff. The manager of all the projects is a graduate and over- sees each area, working with and reporting to the two trustees on a weekly basis.</p>

		<p>When the trustees are in the UK, weekly meetings are held with The Manger via Zoom.</p> <p>The foster father of the home along with the manager send monthly financial reports and all receipts from any spending.</p> <p>The charity is registered in Mombasa as a Community Based Organisation (CBO). This registration is renewed each year with the relevant Government department in Mombasa.</p>
Relationship with any related parties	Para 1.51	The charity works closely with the Children's Department, and Education Department in Mombasa.
Other		

## Reference and Administrative details

Charity name	Gap Ministries
Other name the charity uses	Gap Kenya
Registered charity number	1111373
Charity's principal address	4 Manor Farm Close Ashton-u-Lyne Gtr Manchester OL7 9LS



**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	Charissa Cooke	Chairman		
2	Steven Kershaw	Treasurer		
3	Gayle Woods			
4	Paul Woods			
5	John McMenamy			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

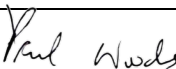
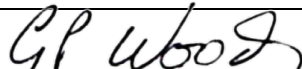
## Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Paul Woods	Gayle Woods
Position (eg Secretary, Chair, etc)		
Date		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

GAP MINISTRIES

1111373

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2020

31/03/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	
<b>A1 Receipts</b>					
Donations from Business's	9,450			9,450	
Online Donations	11,354			11,354	
Regular Donations	12,955			12,955	
Ad Hoc Giving	736			736	
Donations from Charitable Trusts	10,000			10,000	
Donations from Churches	11,925			11,925	
Gift Aid	3,722			3,722	
<b>Sub total</b> (Gross income for AR)	60,142			60,142	
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	
<b>Total receipts</b>	60,142	-	-	60,142	

### A3 Payments

	-			-	
<b>Stepping Stones Centre Total</b>	15,852			15,852	
Rent	2,892			2,892	
Salaries	7,170			7,170	
travel	1,366			1,366	
food	2,704			2,704	
Utilities	1,048			1,048	
Stationery	191			191	
Repairs	284			284	
Health	91			91	
Exceptional Costs	106			106	
<b>Family Home Total *</b>	8,237			8,237	
Salaries	1,580			1,580	
Rent	3,025			3,025	
travel	377			377	
Food	2,019			2,019	
Utilities	570			570	
Repairs	375			375	
clothing	23			23	
Furniture	268			268	
<b>Education Total</b>	742			742	
<b>Joseph Centre *</b>	6,458			6,458	
Rent	1,471			1,471	
salaries	1,713			1,713	
travel	752			752	
utilities	507			507	
food	1,547			1,547	
medication	99			99	
Bags/ Materials	189			189	
Mattresses	38			38	
Uniforms	60			60	
Exceptional Costs	82			82	
Car Servicing /Repairs	1,273			1,273	
Clare Taylor	1,000			1,000	
Education (SS)	3,200	1		3,200	16/08/2021

Laptop for Peter	188			188	
Website Hosting	48			48	
Visitors Rent	850			850	
		-	-	-	-
		-	-	-	-
<b>Sub total</b>	<b>37,848</b>	<b>-</b>	<b>-</b>	<b>37,848</b>	<b>-</b>

<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>37,848</b>	<b>-</b>	<b>-</b>		<b>-</b>
-----------------------	---------------	----------	----------	--	----------

<b>Net of receipts/(payments)</b>	<b>37,848</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>		<b>-</b>	<b>-</b>		<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	RBS Account.	4,216	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	4,216	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		PAUL WOODS		



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

#### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Gap Ministries

**On accounts for the year  
ended**

2020-2021

**Charity no  
(if any)**

1111373

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities 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 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 (other than that disclosed below \*) in connection with the examination which gives 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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

**Date:**

20.9.21

**Name:**

John Grantham

**Relevant professional  
qualification(s) or body (if  
any):**

Managing Director  
Home Estate Agents

**Address:**

Home Estate Agents Ltd  
Phoenix House,  
4, Huddersfield Road  
Stalybridge  
SK15 2QA

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.