



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01.04.2021      Period start date    To 31.03.2022    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 11 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, as well as the wider Mombasa's public.
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### 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	
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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 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. Stepping Stones has now become a Centre of Excellence' in day care and other organisations are sent by the Mombasa Children's Dept to see our work and programmes.

## **2. Family Foster Home**

Eleven street 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 .Having had one boy complete his degree in Mechanical Engineering, we have had another boy just finish his1st year at Teacher training College, along with another 2 boys do very well and achieve excellent results in their KCPE exams, they are now joining the 3 existing boys in attending excellent High Schools where they are boarding,as they begin their High School education All the others boys are in school and progressing well in their Academic Studies.Their personal development goes from strength to strength and combined with their academic achievements they are radically changed boys, and have used the opportunity given them extremely well,

## **3. The Joseph Centre**

Currently caters for 12 mothers and their 46 children. The centre continues to teach the mothers to sew and to be

		able to read and write. ( Many of the Mothers have had no education )The mothers are learning quickly and it is hoped that by being able to make bags cushions, and other items they can go on to live independent lives away from scavenging on the dumpsite, in. The charity continues to employ a sewing teacher to teach the Mothers. 41 of their children are now attending school, their fees , uniform's, books etc supplied by Gap Kenya. Many of these children had never previously attended school.
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	.
Performance of fundraising activities against objectives set	Para 1.41	Raising funds has been particularly challenging post Covid, but we managed to raise £57,114, against an expenditure of £48,373.
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 £57,114 and after deducting payments of £48,373 we had a surplus of £8740 income over expenditure. We still have £23,025 which is 'ringfenced' for purchasing land and building the new Joseph Centre.
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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 and a Uk Rotary Club, some on a regular basis and others on an ad hoc basis. Post covid Fund Raising has been a challenge, but we are pleased to report that we raised £57,114 against an expenditure total of £48,373, creating a surplus of £8740. 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 5 existing trustees remain in post,.

### 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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

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



## Receipts and payments accounts

CC16a

For the period  
from

01/04/2021

31/03/2022

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	
<b>A1 Receipts</b>					
Donations from Business's	10,800			10,800	
Online Donations	13,769			13,769	
Regular Donations	15,775			15,775	
Ad Hoc Giving	3,070			3,070	
Donations from Charitable Trusts	2,500			2,500	
Donations from Churches	8,916			8,916	
Gift Aid	2,284			2,284	
<b>Sub total (Gross income for AR)</b>	<b>57,144</b>			<b>57,114</b>	
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total receipts</b>	<b>57,144</b>	<b>-</b>	<b>-</b>	<b>Cross Add Error</b>	<b>57,114</b>

### A3 Payments

	-			-	
<b>Stepping Stones Centre Total</b>	<b>19,363</b>			<b>19,363</b>	
Rent	2,679			2,679	
Salaries	8,172			8,172	
travel	3,002			3,002	
food	4,115			4,115	
Utilities	965			965	
Stationery	50			50	
Repairs	156			156	
Health	114			114	
Exceptional Costs	110			110	
<b>Family Home Total *</b>	<b>7,420</b>			<b>7,420</b>	
Salaries	750			750	
Rent	3,238			3,238	
travel	465			465	
Food	1,721			1,721	
Utilities	734			734	
Repairs	49			49	
clothing	51			51	
Furniture Bunk Beds	137			137	
Birth Certs	31			31	
Health	79			79	
New Tv	99			99	
Mattresses	60			60	
Stationary	6			6	
<b>Education Total</b>	<b>4,989</b>			<b>4,989</b>	
<b>Joseph Centre *</b>	<b>9,215</b>			<b>9,215</b>	
Rent	1,832			1,832	
salaries	3,297			3,297	
travel	901			901	
utilities	458			458	
food	2,048			2,048	
repairs	37			37	
Bags/ Materials	356			356	
Mattresses	41			41	
Naomi micro bus start up	183			183	
Health	43			43	
CCXX R1 accounts (SS)		1			20/01/2023

Stationary	4			4	
Exceptional Costs	15			15	
Car Servicing /Repairs	1,261			1,261	
Just Giving Fees	108			108	
Education Taylor/Taylor	3,200			3,200	
House Rental	2,250			2,250	
Extra Case	190			190	
Brochures	83			83	
Others	114			114	
Anniversary Event Costs	180			180	
		-	-		-
	-	-	-	-	-
<b>Sub total</b>	<b>48,373</b>	<b>-</b>	<b>-</b>	<b>48,373</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>48,373</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Net of receipts/(payments)</b>	<b>48,373</b>	<b>-</b>	<b>-</b>		<b>48,373</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>		

## 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.	12,225	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	12,225	-	-
	(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		
		GAYLE WOODS		





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Gap Ministries

On accounts for the year  
ended

2021-2022

Charity no  
(if any)

1111373

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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:

20/01/2023

Name:

John Grantham

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

Managing Director  
Home Estate Agents

Address:

Home Estate Agents