

# **HCJB-UK Limited**

## **Report and Financial Statements 2022-2023**

*The Directors present their report covering the financial year  
1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023*

**Company number: 6140067  
Charity number: 1119403**

**HCJB-UK Limited**

**Contents**

**For the Year ended 31<sup>st</sup> March 2023**

	<b>Pages</b>
Directors' report	2 - 14
Statement of Trustees Responsibilities	15
Independent Examiners' Report	16
Statement of financial activities	17
Balance sheet	18
Notes to the financial statements	19 - 24
Statement of Cashflow	25

## **HCJB-UK Limited**

### **Directors Report**

**For the Year ended 31<sup>st</sup> March 2023**

## **Reference and Administrative Details of the Company, its Directors and Advisors**

### **Company Name and Number**

The name of the company is HCJB-UK Limited, company number 6140067. The company was incorporated on 6<sup>th</sup> March 2007 and commenced activities on 19<sup>th</sup> September 2007. The company uses the business name 'Reach Beyond'.

### **Charity Registration details**

HCJB-UK Limited was registered as a charity in the United Kingdom on 25<sup>th</sup> May 2007. Its charity number is 1119403.

### **Registered Office Address**

The address of the charity is Millside House, 131 Grattan Road, Bradford, West Yorkshire, BD1 2HS.

### **Directors**

The Directors, who are also Trustees, who served during the year, were:

Mr Ian Hutchinson (Chair)  
Mr Peter Martin Cooper (Vice Chair)  
Mr David Dykes (Treasurer)  
Mrs Anne Hilton  
Mr James Hockney  
Miss Ruth Steele  
Mrs Samantha O'Brien

### **Senior Officers**

The Chief Executive Officer of HCJB-UK Limited is Mr Colin Lowther. Mr Lowther is also the Company Secretary.

### **Bankers**

The Bankers for HCJB-UK Limited are the Cooperative Bank plc, PO Box 250, Skelmersdale, WN8 6WT.

### **Accountants**

The accountants for HCJB-UK Limited are Torevell Dent Ltd T/as Clarkson & Co, Chartered Certified Accountants, Centre of Excellence, Hope Park, Trevor Foster Way, Bradford, BD5 8HH.

## **Structure, Governance and Management**

### **Governing Document**

HCJB-UK Limited is a charitable company limited by guarantee and not having a share capital. It was incorporated on 6<sup>th</sup> March 2007.

### **Recruitment and Appointment of New Directors**

Directors are recruited on the basis of providing a wide range of skills and experience that will enhance and add to the charity's existing skills base. The process of appointing new Directors is as follows:

- 1) Details of suitable candidates are put forward by the present Directors.
- 2) Discussion and prayer take place within a Board meeting about those persons, looking at their past work and experience and whether they have the right qualities required to develop the work of HCJB-UK Limited.
- 3) Suitable candidates are then approached and asked to consider and pray about becoming Directors. They receive a presentation of current activity, meet representatives of the current Directors and are given the opportunity to ask questions. They are also given our information leaflet 'Could you be a Director with HCJB-UK?' together with an application form allowing them to confirm that they are not prohibited from acting as company directors.
- 4) If the person accepts the role, then a vote is taken at the next Board meeting to accept the candidate.

### **Induction and Training of New Directors**

Most new Directors will already be familiar with the work of the charity and will be provided with copies of minutes and accounts from the past year to help them understand the current issues and topics under discussion.

All new Directors are provided with a copy of 'The Essential Trustee: What You Need to Know' (document CC3 from the Gov.uk website). They are also sent an information pack which outlines the role of a Director at HCJB-UK Limited.

### **Organisational Structure**

The charity is structured with a Board of Directors making decisions about policy, overall direction and strategy, finalising senior personnel decisions and overseeing financial matters. The Directors normally meet four times each year with an AGM in the spring. During this year they met in May, August, November, December, and January as well as a number of electronic meetings to discuss the business and work of the charity.

The Directors have appointed a Chief Executive Officer who manages the day-to-day work of the charity and who reports back to the Directors at their quarterly meetings. The Chief Executive Officer is responsible for day-to-day financial decisions, managing staff and planning current projects. The Chief Executive Officer also acts as Company Secretary to administer the work of the company. The Chief Executive is Mr Colin Lowther. During the year in question there were 34 staff and volunteers working for the charity.

### **Related Parties**

The charity was incorporated on 6<sup>th</sup> March 2007 to support the work of the World Radio Missionary Fellowship Inc. which operated under the name HCJB Global until January 22<sup>nd</sup>, 2014. It then began using the business name of 'Reach Beyond'. Reach Beyond is a fully registered not-for-profit entity based in the state of Colorado, USA.

Reach Beyond is an organisation that operates medical and media projects around the world. The medical work includes mobile medical clinics, community development, water projects and disaster relief. The media work includes operating radio stations and producing programmes as well as facilitating local community FM stations and helping to train those who work in them. Reach Beyond is focused on five regions around the world – Europe/Eurasia, Asia-Pacific, North Africa/Middle East, Latin America and Sub-Saharan Africa – and has workers in each location.

### **Relationship with Related Parties**

Our working relationship with Reach Beyond in the US includes: recruiting vocational staff to work in the various regions where Reach Beyond operates; raising funds via our UK supporters for Reach Beyond projects overseas; and helping with training and IT-related projects at Reach Beyond operational sites.

HCJB-UK Limited and Reach Beyond in the US have together signed an Affiliate Agreement which covers areas such as: a definition of how we co-operate together; the overall strategy and vision of the co-operative projects; guidance on co-operative project funding; the management structure for UK personnel who are transferred to work in a Reach Beyond region; guidelines for communication and reporting structures; representation of the work in the US and the UK; spiritual commitments required; use of the Reach Beyond name and logo.

Donations to overseas bodies such as the Reach Beyond offices in the US, Australia and the Netherlands are occasional, and it is a policy of the directors to review all such relationships before any payment is authorised. The directors place a high degree of importance upon existing relationships and full knowledge of the activities of the partner agencies. Appropriate checks are conducted to ensure that the agencies' activities are charitable in respect of the law in England and Wales.

## **Risk Management**

The Directors have considered the major risks to which the charity is exposed and have established systems and procedures to manage those risks.

The Risk Register of the company has been reviewed during this period. The Register highlights areas where risks have been identified, the nature and level of the risk (low, medium, high), and the policies adopted to manage these risks and to reduce their impact. Here are the latest retained or 'net' risks of the charity after control procedures have been implemented:

### High Risks

- Ineffective fundraising
- Risks of staff travelling overseas
- Risks of taking short term teams overseas
- Financial failure of our US partners

### Medium Risks

- The charity lacks direction, strategy and forward planning
- Difficult employment issues
- Failures of disaster recovery and planning
- Poor project development
- There is a loss of key staff
- Weak security of assets
- Dangers in health, safety and environment
- Information Technology Issues
- Poor budgetary control and financial reporting
- Lack of reserves
- Poor cash flow
- Over-dependency on certain income sources
- Problems arising from compliance with donor-imposed restrictions
- Possible fraud or error
- Poor public perception
- Poor compliance with legislation and regulations
- Poor procedural and systems documentation

Low Risks

- Trustee body lacks relevant skills or commitment
- There are conflicts of interest among the trustees
- Poor reporting to trustees (accuracy, timeliness and relevance)
- Weak capacity and poor use of resources including tangible fixed assets
- Poor volunteer management
- Problems with pension commitments
- Problems with investments
- Adverse publicity
- Poor regulatory reporting to the authorities
- Issues with taxation
- Lack of professional advice

**Objectives and Activities**

**The Objects of the Charity**

The advancement of the Christian faith by 1) modern methods of communication (such as radio and the Internet) in all parts of the world; 2) the relief of poverty and the improvement of the conditions of life in socially and economically disadvantaged communities in all parts of the world; 3) the relief of sickness and the preservation of health among people in all parts of the world; and by such other means being charitable as the Association may determine.

**Public Benefit**

HCJB-UK Limited is involved with a wide range of activities in pursuance of its charitable aims and the Directors are always vigilant to ensure that the projects we undertake are in line with these objectives. The Directors have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. The Directors consider that these activities, which are summarised below, provide benefit to the public.

Medical Work Overseas: The charity sends out and supports workers (long and short term) serving in clinics and mobile medical facilities in South America and in Central Asia.

Community Development Overseas: The charity sends out and supports workers (long and short term) serving through clean water projects, hygiene and community development in South America, Sub-Saharan Africa, Central Asia and Europe.

Humanitarian Aid: The charity sends out teams to bring humanitarian aid and support to refugees on the Greek Islands.

Community Development in the UK: The charity runs a community centre in a disadvantaged part of Bradford, in order to serve vulnerable people with helpful services and activities so that their lives may be improved. Beneficiaries include the homeless, refugees and asylum seekers, the unemployed and those with mental health problems.

Media Training: The charity offers quality training in all aspects of media production to members of the public in the UK as well as other charities. We are also involved with radio training in Europe, Eurasia and Sub-Saharan Africa.

Media Production in the UK: The charity produces creative material for mainstream commercial radio stations with a spiritual emphasis, promoting the Christian faith in a way that appeals to all listeners, not just those with an interest in religion. We also produce a specialised English radio programme to help individual members of the public who are learning English both in the UK and overseas.

**The Main Objectives for the Year and Strategies Employed to Achieve those Objectives**

**Objectives**

We had 4 main objectives for this period:

- Mobilisation - to engage 28 people in short term mission, long term mission or on placements.
- Direct Ministry – to see our UK-based workers involved in 8 direct ministry projects, e.g., refugee initiatives, community development or media projects.
- Church Partnership - to connect with 5 new UK churches and practically re-engage with 6 existing churches, to build strong partnerships that will contribute to our work financially, in prayer and through mobilisation.
- Fundraising - to implement a fundraising plan which will reduce the deficit by 50% and enable the Millside Centre to break even.

**Strategies**

**MOBILISATION**

- Deploy 3 new missionary units
- Facilitate 3 short-term trips overseas
- Re-connect with 5 previous enquirers
- Explore placement and training opportunities for students in North Africa
- Run a Growing Leaders course
- Advertise 20 specific roles as opportunities for service with Reach Beyond
- Continue to work closely with the US office to consolidate their application process which will mean that onboarding and sending can be the same for both the UK and US offices
- Attend 4 events during the year and plan to attend 5 events in 2023-2024, investigating more local ones if they exist
- Continue to visit churches to encourage people to pray, give and go
- Complete the International Safeguarding Assessment
- Keep the Missionary Manual updated
- Continue to develop the relationship with our resilience assessment consultant, pre-field and on-field member care
- Continue to develop the use of Grip Birkman and CQ assessments

**DIRECT MINISTRY**

**Refugee Response**

- Take 2 church teams to Greece
- Engage with 3 churches about future teams
- Continue to investigate (prayerfully and physically) the possibility of refugee work in the UK

**Community Development**

- Undertake CD training in Central Asia
- Explore training and well maintenance in West Africa
- Have a CD round table meeting to explore and support new CD work in Central Asia, new possibilities of working the in the Sub-Saharan Africa region, and refugee response opportunities in Greece
- Develop a general Community Development Project Metric including project prerequisites, feasibility study framework, design standards, implementation plan, and monitoring & evaluation
- Raise £5K for CD training in Central Asia

## **CHURCH PARTNERSHIP**

- Connect with 5 new churches
- Re-engage practically with 6 existing churches
- Begin communicating with the Champions by the end of June and recruit 30 new people
- Ask the Champions to promote the option of a 'RB Evening Meeting' to their churches
- Organise a Champions Zoom meeting
- Start calling supporters and ask questions about church visits/Champions
- Promote church visits/RB evenings to local church ministers
- Continue to visit churches to encourage people to pray, give and go
- Promote Pentecost Pack
- Connect with the Ukraine van churches to encourage further engagement
- Use the Keswick Convention and Forum to make new connections with national churches and offer church visits/mailling sign ups/mobilisation
- Use our Light Church RB people to create a strategy to further engagement with the church
- Raise and send 3 teams to work with refugees in Europe
- Plan a RB Carol Service in a local church for worship and to promote RB
- Promote church visits/RB evening meetings through PZ Live
- Continue PZ Live for the year and consider a 'in-person' event with food in Millside in September to introduce the new Centre Manager
- Use the May PZ Live event to connect with St Mungo's and offer church visit
- Evaluate PZ Live
- Create a new Beacon segment for churches and begin to mail them specific appeals/offers
- Encourage City Valley to have us to speak at 'The Spring'
- Continue to partner with Sunbridge Road Mission in referring clients in need and offer them a RB evening meeting
- Commission videos for RB
- Build on our relationship with Hope Housing and find teams to take part in local projects
- Plan to run 1 online 'Unfinished Story' course and publicise to our churches/supporters

## **THE MILLSIDE CENTRE**

### **Our Millside Projects**

- Transition the music project from care homes back into the Centre
- Review the Welcome Café and make changes as appropriate
- Recruit 15 new students for the Welcome Café
- Apply for funds to extend ESOL classes and become accredited as an ESOL centre
- Apply for funds to start a Befriending breadmaking group
- Implement and review the Millside Connect Out of Hours project
- Recruit a new Youth Group leader
- Apply for funds to run a new signposting and advice service
- Engage with university interns to investigate starting a new men's wellbeing drop-in service
- Plan a training event in befriending for volunteers
- Organise a Jubilee Party
- Investigate running a Warm Space with City Valley Church

## **MEDIA PROJECTS**

- Enter the Bruntwood Playwriting Competition and other BBC Writers Room and short story competition opportunities of interest
- Plan Pentecost audio and social media poems
- Consider writing material for Refugee week, Solstice, and sports events
- Start to think about possibilities for key events in the 'event-rich' period Halloween to Christmas to Easter, especially radio advertising



## **SHARE ENGLISH**

- Complete creation of a new clubs website and thereafter arrange for its population
- Complete the design of a new application and vetting process for potential club leaders
- Complete the design of Trello Admin procedures
- Create a new training course, in accordance with overview, for potential new club leaders
- Update remaining club resources for the clubs website
- Continue to give high quality support to existing club leaders particularly through regular Update Newsletter via Mailchimp
- Continue to participate in ShareEnglish Team meetings and wider Spotlight Team meetings and work including voicing programmes as required
- Launch a new application process and new training process
- Encourage Country Offices to carry a ShareEnglish donation page similar to the US page

## **FUNDRAISING AND MARKETING**

- We will aim to add 200 new email contacts to the mailing list recruiting them via channels like Facebook and then cultivating them into supporters via special activities
- We will aim to re-engage 50% of the churches on the mailing list and add 10 new giving churches to the list by the end of the year
- We will send out 3 appeal letters and 3 magazines
- We will begin monthly email appeals
- We will run a new Christmas Gift campaign
- We will review our social media and implement new strategy
- We will continue to log our Return on Investment (ROI) for each mailing
- Transition to a new accounts software package

## **Significant Activities for the Year**

### Supporting Vocational Workers Based Overseas and in the UK

HCJB-UK Limited continued to support our 6 vocational workers overseas and the 4 vocational workers serving in the UK. During this period we carried out regular member care activities for our vocational workers, updated the new operations manual for our mobilisation processes, took part in a number of online webinars to grow our knowledge of the mobilisation process, had conversations with a number of people who were interested to apply to work in the UK and overseas, and interviewed and accepted a new couple to serve in Ecuador as engineer and doctor.

### Community Development Overseas

Two of our team continued to be involved in member care for those running medical teams and clean water projects in the Europe/Eurasia region.

### Refugee Response

We started to send out short term teams again to serve in Greece. The refugee response team was re-structured, and the UK office are now taking the lead globally on all Reach Beyond projects relating to refugees. This included a new emphasis on teams' procedures, risk assessment and data security. We are now working closely with the US office in these areas of ministry.

### The Share English Project

Share English audio programmes continue to be produced with the help of our team. They consist of a 15-minute radio programme using a specialised form of English for people learning or wanting to practise their English. During this period we saw encouraging growth in our social media presence and in downloads of our podcast and mobile

## **HCJB-UK Limited**

### **Directors Report (continued)** **For the Year ended 31<sup>st</sup> March 2023**

app, reached the milestone of 250,000 subscribers on YouTube, and continued the process of launching a new website for club leaders. Our Share English staff member continues to struggle with Long Covid symptoms and is now working with us as a freelancer.

#### **The Millside Centre**

This community centre in Bradford is dedicated to helping some of the most vulnerable people in our locality such as asylum seekers, refugees and the homeless. During this period we introduced a number of new services which included a new signposting and advice service, an out-of-hours service for those struggling with their mental health, and a breadmaking group for women who were survivors of domestic abuse. We also transitioned our Welcome Café to a two-day a week service with plant-based food on Thursdays and were nominated for the Queens Award for Voluntary Service.

#### **UK Radio Production**

HCJB-UK Limited's radio department is involved in radio production and training for UK local radio. During this period we produced short spoken word poetry spots for BBC local radio, shared poems on Facebook and Instagram, distributed audio material to several UK community radio stations, and produced Christmas and Easter radio commercials for local radio in West Yorkshire.

#### **Volunteers**

HCJB-UK Limited makes use of several local volunteers in the areas of administration, community outreach and programme production. Their help is invaluable in the smooth running of the charity. We had 34 regular volunteers this year in the Millside Centre and the HCJB-UK office.

#### **Fundraising and Publicity**

The charity signed up with the Fundraising Regulator in Spring 2017 and we aspire to have the highest standards when it comes to raising funds from the public.

In this period, the majority of the fundraising work was carried out by the CEO and others within the existing team, as well as with an external fundraising consultant. This has included help with writing copy for appeal letters, social media posts and preparing material for churches to use in their services.

This period we have continued to raise funds for the various Reach Beyond medical and media ministries located worldwide. This was done through mailings via post and email, deputation meetings in churches physically and via Zoom calls, and contacting grant making trusts. Our mailing regime consisted of three magazines and a monthly prayer update by email, as well as three project-focused letters in the 12-month period.

The trustees monitor closely the fundraising activities of the charity, regularly receiving updates on the current strategy and making suggestions. They ask for a quarterly fundraising report from the CEO which includes an update on recent activity.

The charity is bound by the standards of the Fundraising Regulator. There have been no failures to comply with the standards of these two organisations during this period, and there were no complaints received by the charity regarding its fundraising activities. The charity has done everything possible to protect vulnerable people and other members of the public from unreasonable intrusion into their privacy, from unreasonable and persistent approaches to procure money, and from placing undue pressure on individuals to make donations. This was done by communicating only to people who had asked to receive fundraising materials, and by carefully wording appeals and sending them out infrequently.

#### **Sustainability**

During this period the charity became Carbon Net Zero, reducing our carbon usage wherever we could and offsetting the rest through the charity Climate Stewards.

**Achievements and Performance**

**Performance Achieved against Objectives Set**

**Strategies**

**MOBILISATION**

- Accepted 1 new couple for service overseas
- Facilitated 2 short-term trips overseas
- Explored placement and training opportunities for students in North Africa
- Ran a Growing Leaders course
- Advertised 16 specific roles as opportunities for service with Reach Beyond
- Continued to work closely with the US office to consolidate their application process
- Attended 3 events during the year
- Continued to visit churches to encourage people to pray, give and go
- Kept the Missionary Manual updated
- Continued to develop the relationship with our resilience assessment consultant, pre-field and on-field member care
- Continued to develop the use of Grip Birkman and CQ assessments

**DIRECT MINISTRY**

Refugee Response

- Took 2 teams to Greece
- Engaged with 4 churches about future teams

Community Development

- Explored training and well maintenance in West Africa
- Raise £5K for CD training in Central Asia

**CHURCH PARTNERSHIP**

- Connected with 3 new churches
- Promoted church visits/RB evenings to local church ministers
- Continued to visit churches to encourage people to pray, give and go
- Promoted Pentecost Pack
- Used the Keswick Convention and Forum to make new connections with national churches and offer church visits/mailling sign ups/mobilisation
- Sent 3 teams to work with refugees in Europe
- Put on a RB Carol Service at Millside Centre
- Promoted church visits/RB evening meetings through PZ Live
- Continue PZ Live for the year
- Used the May PZ Live event to connect with St Mungo's
- Evaluated PZ Live
- Created a new Beacon segment for churches and began to mail them specific appeals/offers
- Built on our relationship with Hope Housing and sent staff to take part in local projects

## **THE MILLSIDE CENTRE**

### **Our Millside Projects**

- Transitioned the music project from care homes back into the Centre
- Reviewed the Welcome Café and made changes
- Recruited 15 new students for the Welcome Café
- Applied for funds to extend ESOL classes were successful
- Applied for funds to start a Befriending breadmaking group and were successful
- Implemented and reviewed the Millside Connect Out of Hours project
- Recruited a new Youth Group leader
- Applied for funds to run a new signposting and advice service and were successful
- Engaged with university interns and started a new men's wellbeing drop-in service
- Planned a training event in befriending for volunteers
- Organised a Jubilee Party
- Ran a Warm Space with City Valley Church

## **MEDIA PROJECTS**

- Planned and produced Pentecost audio and social media poems
- Wrote material for Refugee week, Solstice, and sports events
- Produced short spoken word poetry spots for BBC local radio
- Shared poems on Facebook and Instagram
- distributed audio material to several UK community radio stations
- Produced Christmas and Easter radio commercials for local radio in West Yorkshire.

## **SHARE ENGLISH**

- Completed the design of Trello Admin procedures
- Updated remaining club resources for the clubs website
- Gave support to existing club leaders particularly through regular Update Newsletter via Mailchimp
- Continued to participate in Share English Team meetings and wider Spotlight Team meetings and work including voicing programmes
- Encouraged Country Offices to carry a Share English donation page similar to the US page

## **FUNDRAISING AND MARKETING**

- Added 50 new email contacts to the mailing list
- Sent out 3 appeal letters and 3 magazines
- Began monthly email appeals
- Ran a new Christmas Gift campaign
- Reviewed our social media and implemented a new strategy
- Continued to log our Return on Investment (ROI) for each mailing
- Transitioned to a new accounts software package

## **Plans for Future Periods**

### **Top level objectives:**

Mobilisation - to engage more people in short term mission, long term mission or on placements.

Direct Ministry – to see our UK-based workers involved in direct ministry projects, e.g., refugee initiatives, community development or media projects.

## **HCJB-UK Limited**

### **Directors Report (continued)** **For the Year ended 31<sup>st</sup> March 2023**

Church Partnership - to connect with new UK churches and practically re-engage existing churches, to build strong partnerships that will contribute to our work financially, in prayer and through mobilisation.

Fundraising - to implement a fundraising plan which will reduce the deficit by 50% and enable the Millside Centre to break even.

#### **Other plans:**

To take out 4 church teams to serve refugees in Greece and elsewhere.

To finalise our new procedures for short terms missions teams.

To re-structure and grow our Mobilisation team.

To send out a new couple to serve in Ecuador as engineer and doctor.

To publicise 20 specific roles as opportunities for service with Reach Beyond during the year.

To communicate appropriately with individual prayer supporters and donors, so that they know that we appreciate them and would like to see them more fully involved in the work.

To improve the care and communication for our overseas field staff so that they feel adequately supported by the UK office.

To sell our building along with the Millside Centre, and move to a new office space in Bradford.

To manage a smooth transition for the Millside Centre from Reach Beyond to Hope Housing.

To invest in more funding streams so that we can be financially sustainable.

Now that we have achieved carbon neutrality, we want to continue to promote the efficient use of resources through the minimisation of waste, encouraging reduction in what we buy, re-using and recycling where possible, and committing to continual improvements through the setting of regular sustainability targets and monitoring our progress on these.

#### **Financial Review**

We believe the Financial Statement gives a fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing the Financial Statements we believe that we have:

- Selected suitable accounting policies and applied them consistently.
- Made judgements and estimates that are reasonable and prudent.
- Prepared the Financial Statements on a going concern basis.

We believe that we have kept proper accounting records which disclose with reasonable accuracy the financial position of this charity. We have safeguarded the assets of the charity and have taken reasonable steps to prevent and detect fraud or any other irregularities.

Gifts designated for particular workers or projects are set aside for that purpose and treated as "restricted funds" as defined by the Charity Commissioners.

#### **Statement of Financial Activities**

The total income for the year ending 31st March 2023 was £563,763 (2022 was £414,006) and total expenses for the year were £621,769 (2022 was £479,279). The loss on investments was £10,787, compared to a prior year gain of £1,563.

Our net outgoing resources for the year were £68,793 (in 2022 the Net outgoing resources were £63,710). The charity's net assets are worth £657,175 compared to £725,968 at the previous period end.

## **Reserves**

1. The purpose of our Reserves Policy is to:
  - Give confidence to funders by demonstrating good stewardship and financial management
  - Demonstrate the charity's sustainability and capacity to manage unforeseen financial difficulties
  - Give voluntary funders, such as grant-makers, an understanding of why funding is needed to undertake a particular project or activity
  - Give assurance to lenders and creditors that the charity can meet its financial commitments
  - Manage risk to the charity's reputation from holding substantial unspent funds at the year-end without explanation
2. HCJB-UK Ltd is currently dependent on donations and grants to sustain its activities. If these existing sources of income are depleted or lost, it is crucial to ensure that there are sufficient reserves to tide the charity over while further fundraising is carried out, or to allow the charity to wind up while meeting its obligation to staff and service users. The main concerns of the board are to ensure:
  - That UK-based staff can continue working, primarily to secure new funding for the charity
  - That overseas workers can be supported if the charity should go through a time of financial instability
3. It is the policy of the Directors to maintain reserves sufficient to cover all the Restricted Funds and three month's operating costs. These reserves should be built up from the unrestricted income.
4. If the charity has excess reserves, then the board will consider how these funds could be best used and make this clear by designating funds for future expenditure.
5. If significant resources are held in reserves, then the board may consider investing some of these funds to obtain a financial return for the charity, as stated in our Investment Policy. In making these decisions, the board will consider the likelihood that some or all the reserves held may need to be accessed at short notice.
6. If the charity has excess reserves, the board will ensure that the organisation does not misrepresent the urgency or need for funds with donors.
7. The level of reserves should be calculated and monitored every 3 months by the Treasurer.
8. This policy shall be reviewed annually and whenever there are significant changes in staff hours, staff numbers or new projects.

## **Payment Policy**

We do not seek or take extended credit from our suppliers, working, in effect, on a cash basis and paying all bills within 30 days.

## **Investment Policy**

The Directors have established a policy where surplus funds, which are not required for the day to day running of the charity, may be invested in a deposit account with the charity's bankers or in an investment portfolio with a 'cautious to moderate' risk. This policy will be reviewed annually or when needs dictate.

**Conclusion**

The Directors express their gratitude for the faithfulness of staff and volunteers who have worked unselfishly during the past year. Acknowledgement is made also to the many supporters who, with prayer or finance, have enabled the ministries to continue.

Above all, the Directors are grateful to God for His faithful provision and guidance during the past year; to Him be all the glory.

.....  
**Ian Hutchinson**  
Chair of Directors

10th July 2023

**Statement of Trustees' Responsibilities**  
**For the Year ended 31<sup>st</sup> March 2023**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The trustees are required by company law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- a) Select suitable accounting policies and apply them consistently
- b) Make adjustments and estimates that are reasonable and prudent
- c) State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements
- d) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.



## **Independent Examiners' Report to the Trustees of HCJB-UK Limited Charitable Company**

### **For the Year ended 31<sup>st</sup> March 2023**

I report to the charity trustees on my examination of the accounts of the Company for the period ended 31 March 2023.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purpose of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

I confirm that I am qualified to undertake the examination because I am member of ACCA, which is one of the listed bodies.

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

1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

.....  
**Samantha J Sutcliffe FCCA**  
**Torevell Dent Limited**  
**Chartered Certified Accountants**  
**Centre of Excellence**  
**Hope Park**  
**Trevor Foster Way**  
**Bradford**  
**BD5 8HH**

**Date 10<sup>th</sup> July 2023**

**HCJB-UK Limited****Statement of Financial Activities  
For the Year ended 31<sup>st</sup> March 2023**

<b>Income</b>	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Year ended 31.03.2023 £</b>	<b>Total Year ended 31.03.2022 £</b>
<b>Income and endowments from:</b>					
Donations and Legacies		67,624	317,954	385,578	324,138
Community Centre/ Grant Funding		94,341	59,551	153,892	75,765
Other Trading Activities		24,148	-	24,148	14,080
<b>Investment Income</b>					
Interest Received		145	-	145	23
<b>TOTAL</b>	<b>2</b>	<b><u>186,258</u></b>	<b><u>377,505</u></b>	<b><u>563,763</u></b>	<b><u>414,006</u></b>
<b>Expenditure</b>					
<b>Expenditure On:</b>					
Raising Funds	<b>3</b>	15,417	-	15,417	14,617
Charitable Activities	<b>4</b>	145,748	458,797	604,545	462,494
Other Costs	<b>4</b>	1,807	-	1,807	2,168
<b>TOTAL</b>		<b><u>162,972</u></b>	<b><u>458,797</u></b>	<b><u>621,769</u></b>	<b><u>479,279</u></b>
<b>Net (Expenditure)/Income before Investment Gains/(Losses)</b>		23,286	(81,292)	(58,006)	(65,273)
<b>Net Gains/(Losses) on investments</b>	<b>6</b>	(10,787)	-	(10,787)	1,563
<b>Net Income/(Expenditure)</b>		12,499	(81,292)	(68,793)	(63,710)
<b>Transfers between Funds</b>		(53,173)	53,173	-	-
<b>Net Movement in funds</b>		<b><u>(40,674)</u></b>	<b><u>(28,119)</u></b>	<b><u>(68,793)</u></b>	<b><u>(63,710)</u></b>
<b>Reconciliation of Funds:</b>					
Total funds brought forward		569,475	156,493	725,968	789,678
<b>Total funds carried forward</b>		<b><u>528,801</u></b>	<b><u>128,374</u></b>	<b><u>657,175</u></b>	<b><u>725,968</u></b>

The notes on pages 19 to 24 form part of these financial statements

**HCJB-UK Limited****Balance sheet****For the Year ended 31<sup>st</sup> March 2023**

		Year ended 31.03.2023		Year ended 31.03.2022	
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	5		403,320		414,945
Investments	6		<u>190,926</u>		<u>201,713</u>
			594,246		616,658
<b>Current Assets</b>					
Debtors	7	5,905		4,022	
Cash at bank and in hand		<u>67,515</u>		<u>109,493</u>	
		73,420		113,515	
<b>Creditors: amount falling due within one year</b>	8	<u>(10,491)</u>		<u>(4,205)</u>	
<b>Net Current Assets</b>			<u>62,929</u>		<u>109,310</u>
<b>Total</b>			<b><u>657,175</u></b>		<b><u>725,968</u></b>
<b>Funds of the Charity</b>					
General funds	9	528,801		569,475	
Restricted funds		<u>128,374</u>		<u>156,493</u>	
		<b><u>657,175</u></b>		<b><u>725,968</u></b>	

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Charities SORP (FRS 102) (effective January 2015).

The financial statements were approved by the Board of Trustees on 10 July 2023 and were signed on its behalf by:

.....  
**Ian Hutchinson**  
**Trustee**

The notes on pages 19 to 24 form part of these financial statements

**Notes to the Financial Statements**  
**For the Year ended 31<sup>st</sup> March 2023**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention, in accordance with the Charities Act 2015 and the Companies Act 2006, and also in accordance with applicable accounting standards and the Charities SORP (FRS102)(effective January 2015).

**Income and endowments**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Donated services and facilities are included at the value to the charity where this can be quantified
- The value of services provided by volunteers has not been included in these accounts as it is not considered material
- Investment income is recognised on a receivable basis

**Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

**Taxation**

The charity is registered with the Charities Commission and is not subject to taxation on its normal activities.

**Capital Expenditure**

All expenditure of a capital nature is capitalised in the balance sheet.

Fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Audio visual & studio:	15% straight line basis
Office equipment:	15% straight line basis
Computer equipment:	15% straight line basis
Fixtures & fittings:	2% straight line basis
Freehold buildings:	2% straight line basis

**Notes to the Financial Statements (cont)**  
**For the year ended 31<sup>st</sup> March 2023**

**ACCOUNTING POLICIES Continued**

**Funds Structure**

The charity has a number of restricted income funds to account for situations where a donor requires that a donation must be spent on a part on a particular purpose or where funds have been raised for a specific purpose.

All other funds are unrestricted income funds and are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

**2. INCOMING SOURCES ANALYSED BETWEEN PROJECTS**

<b>Project Income £</b>	<b>Community Centre Grant Income £</b>	<b>Community Centre General Income £</b>	<b>Ministry Fund £</b>	<b>General Funds £</b>	<b>Total £</b>
140,740	59,566	94,326	177,214	91,772	563,618

**Summary of incoming resources**

Incoming resources as detailed above

Interest received per Statement of Financial Activities

£
565,618
145
<u>563,763</u>

**3. COSTS OF GENERATING VOLUNTARY INCOME**

**Fundraising and Publicity**

Conference and Exhibitions  
Advertising & Magazine

<b>Year ended 31.03.23 £</b>	<b>Year ended 31.03.22 £</b>
3,399	166
<u>12,018</u>	<u>14,451</u>
<u>15,417</u>	<u>14,617</u>

**Notes to the Financial Statements (cont)**  
**For the year ended 31<sup>st</sup> March 2023**

	Year ended 31.03.2023	Year ended 31.03.2022
	£	£
<b>4. COST OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS</b>		
Rent and Rates	1,014	2,619
Insurance	4,439	4,533
Light and Heat	5,622	4,695
Staff Salaries	87,936	89,211
Staff Pensions	2,954	3,516
Staff Training and Recruitment	1,229	1,717
Printing and Stationery	3,387	953
Books and Journals	15	54
Postage and Shipping	2,132	3,156
Telephone	1,575	1,765
Travel and Deputation	1,016	1,426
Bank Charges	1,640	895
Subscriptions	35	435
Housekeeping	14,092	13,946
Depreciation	11,625	11,625
IT Costs	7,037	5,577
One Household Ministry	-	424
	<b>145,748</b>	<b>146,547</b>
Ministry Fund Expenses	168,622	136,917
Project Fund Expenses	163,334	101,832
Community Centre Grant Expenses	126,841	77,198
	<b><u>604,545</u></b>	<b><u>462,494</u></b>
	Year ended 31.03.2023	Year ended 31.03.2022
	£	£
<b>OTHER COSTS</b>		
Legal and Professional	253	614
Accountancy charges	1,554	1,554
	<b><u>1,807</u></b>	<b><u>2,168</u></b>

**Notes to the Financial Statements (cont)**  
**For the Year ended 31<sup>st</sup> March 2023**

**5. TANGIBLE FIXED ASSETS**

	Freehold Building £	Studio/ Audio Visual Equipment £	Computer Equipment £	Fixtures & Fittings £	Office Equipment £	Total £
<b>Cost</b>						
As at 1 <sup>st</sup> April 2022	380,000	17,323	32,597	152,753	49,950	632,623
Additions	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
As at 31 March 2023	<u>380,000</u>	<u>17,323</u>	<u>32,597</u>	<u>152,753</u>	<u>49,950</u>	<u>632,623</u>
<b>Depreciation</b>						
As at 1 <sup>st</sup> April 2022	92,466	17,323	31,143	26,796	49,950	217,678
Charge for Year	7,600	-	970	3,055	-	11,625
Eliminated on Disposals	-	-	-	-	-	-
As at 31 March 2023	<u>100,066</u>	<u>17,323</u>	<u>32,113</u>	<u>29,851</u>	<u>49,950</u>	<u>229,303</u>
<b>Net Book Value</b>						
As at 31 March 2023	<u>279,934</u>	<u>-</u>	<u>484</u>	<u>122,902</u>	<u>-</u>	<u>403,320</u>
As at 31 March 2022	<u>287,534</u>	<u>-</u>	<u>1,454</u>	<u>125,957</u>	<u>-</u>	<u>414,945</u>

**6. FIXED ASSET INVESTMENTS**

	Year ended 31.03.2023 £	Year ended 31.03.2022 £
<b>Quoted Investments</b>		
Market value at 1 <sup>st</sup> April 2022	201,713	200,150
Addition	-	-
Net unrealised investments gain/(loss)	(10,787)	1,563
Sale proceeds	-	-
Market Value at 31 March 2023	<u>190,926</u>	<u>201,713</u>
Historical cost	<u>200,000</u>	<u>200,000</u>

**7. DEBTORS**

	Year ended 31.03.2023 £	Year ended 31.03.2022 £
Trade Debtors	3,443	-
Gift Aid	<u>2,462</u>	<u>4,022</u>
	<u>7,905</u>	<u>4,022</u>

**Notes to the Financial Statements (cont)**  
**For the year ended 31<sup>st</sup> March 2023**

**8. CREDITORS DUE WITHIN ONE YEAR**

	Year ended 31.03.2023 £	Year ended 31.03.2022 £
Accruals	1,554	1,554
Credit Card	2,684	-
Trade Creditors	<u>6,253</u>	<u>2,651</u>
	<b><u>10,491</u></b>	<b><u>4,205</u></b>

**9. UNRESTRICTED FUNDS**

	Balance 1 <sup>st</sup> April 2022 £	Incoming Resources £	Outgoing Resources £	Investment Movement £	Transfer £	Balance 31 <sup>st</sup> March 2023 £
<b>Unrestricted Funds</b>						
General	569,475	91,917	(73,092)	(10,787)	(53,173)	524,340
Community Centre General Fund	-	94,341	(89,880)	-	-	4,461
	<u>569,475</u>	<u>186,258</u>	<u>(162,972)</u>	<u>(10,787)</u>	<u>(53,173)</u>	<u>528,801</u>

**10. RESTRICTED FUNDS**

	Balance 1 <sup>st</sup> April 2022 £	Incoming Resources £	Outgoing Resources £	Investment Movement £	Transfer £	Balance 31 <sup>st</sup> March 2023 £
<b>Restricted Funds</b>						
Ministry Funds	68,033	177,214	(168,622)	-	(24,881)	51,744
Project Funds	20,212	140,740	(163,334)	-	28,172	25,790
Community Centre Grant	68,248	59,551	(126,841)	-	49,882	50,840
	<u>156,493</u>	<u>377,505</u>	<u>(458,797)</u>	<u>-</u>	<u>53,173</u>	<u>128,374</u>



**Notes to the Financial Statements (cont)**  
**For the year ended 31<sup>st</sup> March 2023**

**11. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted £	Restricted £	Total £
<b>Fund balances at 31<sup>st</sup> March 2023 are represented by:</b>			
Tangible fixed assets	274,946	128,374	403,320
Investment	190,926	-	190,926
Current assets	73,420	-	73,420
Liabilities	(10,491)	-	(10,491)
Total net assets	<u>528,801</u>	<u>128,374</u>	<u>657,175</u>

**12. REMUNERATION AND EXPENSES PAID TO TRUSTEES**

During the year there was no remuneration paid to the trustees of the charity. Trustees received expenses totalling £NIL (2022: £NIL).

**13. STAFF COSTS**

	Year ended 31.03.2023 £	Year ended 31.03.2022 £
Salaries and National Insurance	<u>87,936</u>	<u>89,211</u>
The average number of full time equivalent staff employed by the charity during the year was	<u>8</u>	<u>8</u>

**HCJB-UK Limited****Statement of Cashflow****For the Year ended 31<sup>st</sup> March 2023**

	Year ended 31.03.2023 Funds	Year ended 31.03.2022 Funds
	£	£
<b>Cash flows from operating activities:</b>		
<b><i>Net cash provided by (used in) operating activities as below</i></b>	<b><u>(41,978)</u></b>	<b><u>(54,555)</u></b>
<b>Cash flows from investing activities:</b>		
Purchase of property, plant and equipment	-	-
Proceeds from sale of property, plant and equipment	-	-
Additions from investments (net)	<u>-</u>	<u>-</u>
<b><i>Net cash provided by (used in) investing activities</i></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b><i>Net cash provided by (used in) financing activities</i></b>		
<b><i>Change in cash and cash equivalents in the reporting period</i></b>	<b>(41,978)</b>	<b>(54,555)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<b><u>109,493</u></b>	<b><u>164,048</u></b>
<b>Cash and cash equivalents at the end of the reporting period</b>	<b><u>67,515</u></b>	<b><u>109,493</u></b>
<b>Reconciliation of net income/(expenditure) to net cash flow from operating activities:</b>		
<b><i>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</i></b>	<b>(68,793)</b>	<b>(63,710)</b>
<b>Adjustments for:</b>		
Depreciation charges	11,625	11,625
Unrealised gains	10,787	(1,563)
(Increase)/decrease in debtors	(1,883)	(2,301)
(Decrease)/increase in creditors	<u>6,286</u>	<u>1,394</u>
<b>Net cash provided by (used in) operating activities</b>	<b><u>(41,978)</u></b>	<b><u>(54,555)</u></b>