

Registered Charity Number 1127207

SHPEHERDFOLD MINISTRY

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

SHEPHERDFOLD MINISTRY
Trustees Annual Report and Financial Statements
For the year Ended 31 December 2023

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SHEPHERDFOLD MINISTRY

Trustees Annual Report and Financial Statements

For the year Ended 31 December 2023

The Trustees of Shepherdfold Ministry present the charity's Annual Report and Financial Statements for the year ended 31 December 2023

1. Reference and Administrative Details

Charity Name: **Shepherdfold Ministry**

Charity Registration Number: **1127207**

Registered and Operational Office:

**27 Retreat House
Retreat Place
London
E9 6RY**

Bankers:

NATWEST Bank

**20 Amhurst Road
London
E8 1QZ**

Reporting Accountants:

**Jacob Manu & Co
64 Broadway
Stratford
London
E15 1NT**

Trustees: Who served during the year

To date of this report: Joycelyn Dankwa (Senio Pastor & Chairperson)

Yaw Kumi

Estelle Trah

Moses Otunbade

Bentley Dankwa

Omosade Ali – Balogun

SHEPHERDFOLD MINISTRY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Legal Status and Governing Document

Shepherdfold Ministry is a faith-based community grassroots charity governed by its constitution, adopted on 1 April 2004. The organisation was registered as a charity on 16 December 2008.

The charity supports the spiritual, education, social, health, and welfare needs of disadvantaged and vulnerable families, women, single parents, young mothers, children, and young people. The majority (90%) of service users come from Black, Asian, and Minority Ethnic backgrounds in Hackney and surrounding areas of East London. We help them access services and participate in community activities to live healthy and independent lives.

Appointment and Induction of Trustees

Trustees of the charity who held office during the financial year and as at the date of this report are set out on page 3. Trustees are elected/appointed in accordance with the rules set out as per the charity's governing document.

Newly elected trustees are provided with a comprehensive induction pack containing Shepherdfold Ministry's constitution and charity trustees' roles and responsibilities. They are always oriented, briefed, and mentored by established trustees on their legal obligations under charity law, the constitution's content, the decision-making process, the objectives, strategies, and the charity's recent financial performance.

Organisational Structure:

Shepherdfold Ministry is governed by a six-member Board of Trustees, which is responsible for setting the charity's overall strategy, direction, and policies. The Board has the ultimate responsibility for the charity's conduct.

They ensure that the charity satisfies its legal and contractual obligations at all times. They meet 4 times a year to deliberate on issues that are important for the smooth running of the charity, including risk assessment, safeguarding and management accounts.

The Board of Trustees give their time on a voluntary basis. They are never paid for their stewardship but are reimbursed for errands on behalf of the charity. They also appoint people to the following committees to support them in the management of the charity's operations. These include Finance, Building, Welfare, Men and Women and Outreach. These committees provide much-needed advice to the trustees, who retain the overall power to establish and implement policies and procedures that will enable the charity to achieve its goals.

SHEPHERDFOLD MINISTRY
RREPORTOF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

Risk Management

The trustees recognise that any major risk to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To this end, the trustees have examined the principal areas of the charity's operations in the period under review and have considered the major risks that could arise in these areas. They also ensured that adequate action plans are in place to mitigate these and other key risks.

In the opinion of the trustees, the charity has appropriate procedures in place, which provide reasonable assurance that the risks identified by them are mitigated to an acceptable level. Major risks identified for this purpose, are those that may have significant effect on:

- Quality and suitability of programmes;
- Achievement of programme aims and objectives;
- Availability of competent volunteers to manage the programmes;
- Availability of funding for the programmes.

OBJECTIVES, AIMS AND PRINCIPAL ACTIVITIES

The main aims and objectives of the charity, as set out in its Constitution are:

- The relief of poverty and financial hardship, the advancement of education, advancement of religion and relief of sickness in the United Kingdom and Ghana in accordance with the laws of England and Wales as the trustees may from time to time decide.

To this end the charity supported by its volunteers carried out the following principal activities during the year under review.

- Advanced and promoted the Christian Faith by propagating the Gospel of Jesus Christ and the word of God, that people may be evangelised and believers may be conformed to the teachings of the Lord Jesus Christ
- Run a youth club providing after school programmes, grassroots sports and other activities to improve confidence and wellbeing of young people ages 8 to 17 years.
- Engaged in charitable community activities, not only for members of the charity, but also the Hackney community at large. The charity supported anybody in need of help regardless of race, background, color or religious affiliation.

- Regularly assembled members of the charity and people in Hackney and surrounding areas for fellowship to strengthen family units.
- Continued with its flagship project, the National Parents and Youth Forum which focused on preventing harm, violence, gun and knife crime. This provision was for the young people, their family, friends and the wider community in Hackney.
- Worked in partnership with the Hackney Council and other agencies to make sure a wide range of services are available to match the needs of our client population.

SHEPHERDFOLD MINISTRY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

ACHIEVEMENTS, PERFORMANCE AND PLANS FOR THE FUTURE

Delivering Public Benefit

The charity has been very active in the Hackney and East London Communities during the cost-of-living crisis, which followed closely after COVID-19. We provided a variety of services, workshops, and community activities in pursuance of our charitable aims. The trustees considered the following specific activities, summarised below, which benefited members of the local community in Hackney.

Financial and Budget Management

As the cost-of-living crisis deepened, the charity organised workshops to empower the community, especially women, single and new mothers on personal financial and budgeting. The sessions showed service users how to effectively manage their finances, budget, prioritise and set smart goals to achieve their objectives. Qualified professionals within the charity sector were invited to lead sessions and help service users to set realistic goals.

Foodbank

The Foodbank became the most important area of support we provided for the Hackney community in 2023. The cost-of-living crisis has brought untold hardship to service users. It affected the health, social life and wellbeing of many vulnerable families and individuals in Hackney and other areas in East London. Many families had to make the difficult choice of feeding their children or heating their homes. Our charity helped about 40 families every week with fresh and cooked food, vegetables, clothing and essential commodities.

Our volunteers are always at hand to support families with food parcels, especially vulnerable families in need, including homeless families and people experiencing other complex social problems like mental health. Approximately 520 vulnerable families and people in need were supported with rations of food and basic necessities in the year.

Teaching/Lectures

Approximately 8 hours of preaching and teaching were delivered weekly to enhance the spiritual development and good morals of people in the communities the charity serves.

Counselling/Prayer Initiative

In the period under review, we continued to hold counselling and prayer sessions through the charity's Welfare and Intercessory Project. We had community sessions where people prayed for individuals, families and the poor. We organised monthly fasting and prayer programmes which gave opportunities for people in the community to come together to socialise, sing, prayed for, and supported one another. Those under intense financial pressures were counselled, advised and signposted to specialist support services. The charity organised four retreats in the year to sharpen the social and spiritual development of 100 service users.

SHEPHERDFOLD MINISTRY
RREPORTOF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

Family Support/Mariage Seminars

One of our flagship programmes is the quarterly seminars to promote strong family values, strengthen marriages and provide support to those who face family challenges. A family meal was provided at the end of every session. We received good feedback on how the project is helping families. We provided advice and counselling to families in need at the sessions.

Over 175 families attended the four sessions, with a minimum of 40 families a session, which was encouraging. We also kept faith with many families using the telephone. Volunteers regularly called service users to find out how they feel and if they need anything. This brought many service users we supported very close. We also offered online counselling for families experiencing marriage and personal challenges.

Children and Young People Project.

The charity provided weekly after-school programmes at the Hackney Methodist Church building and park. Sessions were supervised by qualified teachers and volunteers who also served as mentors for many young people. The charity supported 218 young boys and girls ages 7 to 17 years in the year to improve their educational attainments.

The youth programme has been a lifeline for many families whose young people come from poor backgrounds and have fewer opportunities like play, socialisation, computers, phones or data. We had to supplement their learning with social activities, homework support and interactive games to enable them to attain their potential. This youth project gave skills and exhumed talents in children and young people to achieve.

National Parents & Youth Forum

In the period under review, the charity revived its National Parents and Youth Forum to fight the growing epidemic of youth crime in East London. Every month, the charity brings parents, community leaders, various voluntary organisations and stakeholders together discuss violence, crime and gang culture in the community. Families from all backgrounds participated in these community sessions as well as online programs. Sessions were organised in fun, interactive and participatory manner enabling people to make friends, increase social networks and develop a sense of belonging in the community.

Leadership Seminars

In our quest to motivate youth and adults to raise their voices that are not usually heard, the charity organised 4 leadership seminars in the year. This developed and enhanced leadership skills in 20 individuals. We also trained 10 young people in community activism to take lead in developing community activism. This annual programme is also aimed at developing and enhancing the spiritual alertness of service users. These forums helped to develop children's talents, confidence and improved academic achievements. It also helped many young people to integrate better in the wider community.

SHEPHERDFOLD MINISTRY
RREPORTOF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

Volunteers

Volunteers are central to the charity's ethos and operations. During the year, a poll of 8 permanent volunteers and 12 community members, mostly parents, helped to support our work. They donated their time, expertise, and equipment to implement programmes, raise funds, and provide other services. Volunteers also undertook outreach to residential areas to talk to people about our programs.

The charity is very grateful and thanks all volunteers and community people who helped in the year with their generosity. The financial value of this generosity has neither been calculated nor included in the financial statements because it is difficult to quantify in monetary terms.

Financial Review

The charity secured 8 grants totalling £81,622 in the year. These were awarded by The Hackney Small Grants, Hackney Infrastructure Grant, Hackney Giving – Living with Covid, National Lotteries- Cost of Living Fund, Voice for Change England, Hackney Council Community Grant, London Community Foundation

In the year ahead, trustees are confident that adequate assets are available to fulfil the obligations of the charity. The book values of the charity's assets held at the year-end are stated in the financial statements. The charity's total income in 2023 amounted to --£214,436. This is from donations and gift aid in addition to the grants mentioned in the first paragraph.

Total resources expended in the year totalled £192,204. This included a direct charitable expenditure of £ 178,352 and governance costs of £ 13,852. The governance costs comprised trustee meetings, annual general meetings, and transportation for trustees who honour errands for the charity. Trustees approve all costs

Reserve Policy

The trustees of Shepherdfold Ministry agreed to maintain unrestricted funds, which are free reserves of the charity, at a level of at least 12 months of committed expenditure, excluding direct charitable costs and other costs. To the extent represented by liquid assets, the excess of unrestricted funds will be used to meet recurrent operational costs, except where trustees consider that the funds should be retained for possible future projects.

Investment Policy

The Trustees can invest in such assets as they see fit. The charity's investment policy is appropriate to the nature of the funds for which the investment is held. The primary investment aim is to provide high security and liquidity and maximise returns while adopting a conservative approach.

SHEPHERDFOLD MINISTRY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

Plans for the Future

At the end of the 2023 project year, trustees, volunteers, and stakeholders met to review community needs. Issues identified as important to improving the quality of life for service users include enhancing and expanding the foodbank and warm space to reach more people in the community, reducing isolation and loneliness, giving skills to women, single mothers, and teenage parents, and tackling youth violence and abuse among families.

Although goods and services are falling, the cost of living is yet to lower. We have planned to extend our outreach work and provide more support to young people, the poor and the vulnerable in the community. We plan to build community programmes that benefit more people in Hackney and surrounding areas. This will include increasing activity levels among young and older people, counselling services, youth work, parents and young people's forum, violence mitigation and outreach in the community.

The charity's number one priority is owning a permanent place of worship through an outright purchase via a mortgage. We use rented premises for our church service and community programs at 99 Chatsworth Road, Hackney. A building committee is empowered to scout for a place of worship of our own. The charity is planning to raise funds annually for the building fund, which will be restricted for the building.

The Trustees approved this report

Signed

Date: 24/10/2024

Registered Charity Number 1127207

SHEPHERDFOLD MINISTRY

**INDEPENDENT EXAMINERS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2023**

We have examined the financial statements on pages 9 to 14 for the year ended 31 December 2023, comprising the statement of economic activities, the balance sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies.

The report is made solely to the Charity's Trustees as a body, by Section 44 of the Charities Act 1993. The Trustees of the charity are of a general opinion that an audit is not required by Section 43(2) of the 1993 Act and have opted for an independent examination instead.

Respective responsibilities of trustees and auditors

The Trustees, some of which are also the directors, have responsibilities for preparing the Trustees' Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. These are set out in the Statement of Trustees' Responsibilities in the Report of the Trustees.

Our responsibilities as independent examiners of the charity are:

1. to examine the books and accounts of the charity in compliance with Section 43 of the 1993 Act;
2. to strictly adhere to the general directions provided by the Charity Commission under Section 43(7)(b) of the Charities Act 1993; and
3. to state whether particular matters have come to our attention in the course of our examination.

We report to you whether the financial statements have properly been prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and in accordance with the Charities Act 1993.

We also report to you whether the information given in the Trustees' Report is consistent with the financial statements. We consider the implications of our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements.

In addition we report to you if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our work, or if information specified by law regarding trustees' remuneration and other transactions with the charity is not disclosed.

**SHEPHERDFOLD MINISTRY
INDEPENDENT EXAMINERS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2023**

Basis of opinion

Our examination was carried out in accordance with the General Directions provided by the Charity Commission. The examination includes a review of the books and documents and other accounting records kept by the charity and comparing these with the accounts presented.

Our examination also includes consideration of any unusual disclosures or items in the accounts, and seeking explanations from the Trustees. It is imperative to state here that the procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view'. Our report is therefore limited to the statements below:

Independent examiners' statement

In connection with our examination, we report that no matter has come to our attention, which gives cause to believe that the following have not been met:

1. Keeping proper accounting records by Section 386 and 387 of the Companies Act 2006.
2. Preparing accounts which accord with the underlying accounting records and which are in compliance with the Companies Act 2006, the United Kingdom Generally Accepted Accounting Practice (UK GAAP), the Statements of Recommended Practice (SORP) - Accounting and Reporting by Charities and the Charities Act 1993.
3. Consistency of the information contained in the Trustees Report with the financial statements.

..... Date: ...24... Day of...October.....2024

Jacob Manu & Co

Chartered Certified Accountants

64 Broadway, Stratford, London, E15 4GY

**SHEPHERDFOLD MINISTRY
STATEMENT OF FINANCIAL ACTIVITIES (SOFA)
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Restricted Funds	Unrestricted	2023 Total	2022 Total
	£	£	£	£
INCOMING RESOURCES				
<i>Voluntary income</i>				
Donations		105,999	105,999	92,968
Grant	81,622	0	81,622	52,620
Gift Aid		27,015	27,015	23,737
<i>Activities for Generating Funds</i>				
Special fund raising	-	-	-	
<i>Other incoming resources</i>				
Interest receivable	-	-	-	
Total incoming resources	81,622	133,014	214,636	169,325
RESOURCES EXPENDED				
<i>Charitable activities:</i>				
(Costs of activities in furtherance of the objects of the charity)				
Direct costs	76,145	101,847	177,992	132,764
Governance costs	4,400	9,452	13,852	13,650
Depreciation		360	360	360
Total resources expended	80,545	111,659	192,204	146,774
Net movement in funds for the period	1,077	21,355	22,432	22,551
Balance brought forward	24,157	92,336	116,493	93,952
	<u>25,234</u>	<u>113,691</u>	<u>138,925</u>	<u>116,493</u>
Total Funds as at 31 December 2023			138,925	116,493

All of the above results are derived from continuing activities. All gains and losses Recognised in the period are included in the above.

The notes on pages 14 to 17 form part of these financial statements

**SHEPHERDFOLD MINISTRY
BALANCE SHEET
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	2023 £	2022
FIXED ASSETS			
Tangible assets		7,677	8,037
Current assets			
Cash at bank and in hand		178,580	110,756
Creditors: amounts falling due Within one year,		<u>47,332</u>	<u>2,300</u>
Net current assets		131,248	108,456
Creditors: amounts falling due after more than one year			
Net assets		<u>138,925</u>	<u>116,493</u>
Funds			
Unrestricted funds		113,691	92,336
Restricted funds		<u>25,234</u>	<u>24,157</u>
Total funds		<u>138,925</u>	<u>116,493</u>

The trustees acknowledge their responsibility to comply with the requirements of the Charity Commission regulation concerning accounting records and the preparation of accounts.

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Joycelyn Dankwah
Trustee

Date:24/10/2024.....

SHEPHERDFOLD MINISTRY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

1. Principal accounting policies

The following accounting policies have been applied in dealing with items which are considered material about the charity's financial statements.

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (revised 2005), and applicable Accounting Standards.

Funds

General funds are unrestricted funds available for use at the Trustees' discretion in furtherance of the general objectives of the charity and which have not been designated for other purposes. There are no restricted funds.

Tangible fixed assets

Tangible fixed assets and any incidental acquisition expenses are stated at their purchase price. Depreciation is provided on all tangible fixed assets when they are brought into use more than six months, at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Music Equipment, 6 % Straight Line

Incoming resources

Voluntary income, comprising donations in the form of regular offerings and tithes, provides core funding. This is recognised where there is entitlement certainty of receipt, and the amount can be measured with sufficient reliability. Volunteers do not incorporate The value of services in these financial statements. Further details of the contributions made by volunteers can be found in the Trustees' Report.

Resources expended

Expenditure is recognised on an accrual basis as liability is incurred. Charitable income and expenditure is allocated to the respective activities, and any shortfall is funded from unrestricted funds.

Resources expended

Direct costs comprise those costs incurred by the charity in the delivery of its activities. It includes both expenses that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and legal requirements of the charity.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

SHEPHERDFOLD MINISTRY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

2. Emoluments to the Trustees

No payments were made to the Trustees. The Trustees, however, are reimbursed for expenses they incur during their duties.

3. Employee information

The average number of employees during the period under review is nil.

4. Voluntary income

	2023	2023	2023	2022
	Restricted	Unrestricted	Total	Total
	£	£	£	£
Donations		105,999	105,999	92,968
Gift Aids		27,015	27,015	23,737
Awards for All	0	0	0	9,900
Hackney Giving-Living With Codvid	10,000	0	10,000	3,000
Hackney Giving-Cost of Living	0	0	0	4,500
Hackney Small Grant	2,500	0	2,500	5,000
Hackney Infrastructure Grant	19,800	0	19,800	15,000
Voice4EnglandHealth	0	0	0	10,000
Voice4Change	2,055	0	2,055	2,070
Hackney Council	14,067	0	14,067	3,150
London Community Foundation	10,000	0	10,000	0
National Lotteries - Cost of Living Fund	23,200	0	23,200	0
	81,622	133,014	214,636	169,325

5. Governance costs

The governance costs of the charity consisted of the following costs:

	2023	2022
	£	
Accountancy fees	2,700	2,300
Professional fees	11,152	9,100

6. Net incoming resources

The net incoming resources are stated after charging the following costs:

	2023	2022
Depreciation	£360	£360

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

7. Tangible fixed assets

All assets are held for charitable purposes

	<i>Computer Musical /Play Equipmen Equipment Total</i>		
Cost	£	£	£
Balances b/f		7,837	7,837
Additions -	3,440	0	3,440
At 31/12/20221	<u>3,440</u>	<u>7,837</u>	<u>11,277</u>
Accumulated depreciation			
Balance b/f	0	3,240	3,240
Charge for the year	0	360	360
	<u>0</u>	<u>3,600</u>	<u>3,600</u>
Net Book Value	3,440	4,237	7,677
At 31/12/2023			

8. Creditors due within 1 year

Professional fees **£11,152**

9. Taxation

The company is a registered charity and is not liable to corporation tax on its Charitable Activities.

10. Related party transactions

Other than donations and funds received there were no transactions with related parties during the period.

SHEPHERDFOLD MINISTRY			
INCOME AND EXPENDITURE ACCOUNT			
FOR THE YEAR ENDED 31 DECEMBER 2023			
		2023	2022
INCOME		£	£
Donations		105,999	92,968
Grant		81,622	52,620
Gift Aids		27,015	23,737
Total Income		214,636	169,325
EXPENDITURE			
Rent/Rates/Hall Hire		12,525	12,440
Outreach		16,856	8,442
Staff cost		33,243	33,669
Professional fees		9,452	9,350
Accountancy fees		2,700	1,200
Mission		55,662	32,582
Community Knife Crime annual event		6,520	2,910
Printing		3,023	3,180
Telephone and internet		1,250	920
Postage, Stationery/Software		501	1,345
Foodbank/Warm Space/Support		8,305	5,750
Welfare & Vouchers		4,008	2,770
Promotion/Advertising&Marketing		598	420
Books/Library		3,524	3,440
Travel and Motor expenses		4,563	3,530
Sundries		102	2,100
Volunteering		5,871	4,240
Youth project		10,365	8,200
Insurance		276	276
Governance cost		4,400	4,300
Community parent forum		8,100	5,350
Depreciation		360	360
TOTAL		192,204	146,774
SURPLUS		22,432	22,551

