

**ANNUAL REPORTS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

**POTTERS HOUSE  
CHRISTIAN FELLOWSHIP  
BEXLEYHEATH**

**CHARITY REGISTRATION No: 1129110**

Independent Examiners Ltd  
Unit 2  
The Broadbridge Business Centre  
Delling Lane  
Bosham  
PO18 8NF

**POTTERS HOUSE CHRISTIAN FELLOWSHIP BEXLEYHEATH**

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## **POTTERS HOUSE CHRISTIAN FELLOWSHIP BEXLEYHEATH**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>CHARITY NUMBER</b>	1129110
<b>START OF FINANCIAL YEAR</b>	1st January 2020
<b>END OF FINANCIAL YEAR</b>	31st December 2020
<b>TRUSTEES AT 31ST DECEMBER 2018</b>	Mr Leighton Ainsworth Mr Purazeni Chigarire Mr Colin McLaren

The existing trustees appoint any new trustees following the provisions laid out in the Charity's governing instrument.

<b>GOVERNING INSTRUMENT</b>	Constitution adopted 25th January 2009
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#### **OBJECTS**

**a)** To advance the Christian faith in accordance with the statement of beliefs in the schedule in Kent and in such other parts of the United Kingdom and the world as the church council may from time to time think fit and other such purposes which are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the charity;

**b)** The relief of poverty and sickness and to relieve the distress caused thereby regardless of nationality, religious political or other opinion in the said Kent and in such other parts of the United Kingdom and the world as the church council may from time to time think fit.

<b>CORRESPONDENCE ADDRESS</b>	5 Havelock Road Bromley Kent BR2 9NY
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<b>PRIMARY BANKERS</b>	Lloyds Bank Plc. 25 Gresham Street London EC2V 7HN
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<b>INDEPENDENT EXAMINER</b>	Kim Gomes Independent Examiners Ltd Unit 2 The Broadbridge Business Centre Delling Lane Bosham PO18 8NF
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## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of Potters House Christian Fellowship Bexleyheath on the accounts for the year ended 31st December 2020 set out on pages 6 to 9.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. 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 and the report is limited to those matters set out in the statement

### Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kim Gomes MAAT  
Independent Examiners Ltd  
Unit 2  
The Broadbridge Business Centre  
Delling Lane  
Bosham  
PO18 8NF



Date: 27.10.21

## **POTTERS HOUSE CHRISTIAN FELLOWSHIP BEXLEYHEATH**

### **TRUSTEES REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020**

#### **Church Activities**

At the start of the new year, we as a church wanted to serve our local area with a series of events centered around families and young people. We did this by advertising on our regular outreach meetings hosting a stay and play family fun day for babies and toddlers providing soft play apparatus, storytelling, sing along songs and refreshments and raffle prizes. This was well received and attended by all our visitors, and it was a good opportunity for all our members to be involved in the preparation and organization of the event for our community.

With this we planned to host another event of this nature around the easter period with the support and appreciation of our community hall management team who welcomed such events for the local area.

#### **Revival Meetings**

We hosted the churches pioneer Pastor Leighton Ainsworth and his family for a series of special services, which proved to be a source of encouragement and strength to our congregation to remain strong in the faith

#### **National Lockdown – COVID-19**

The first few months of the year had proven fruitful for the church with our regular meetings and events growing, our sister churches partnering with us on our local outreach meetings to share our faith and with the plan as a church to go on an international missionary trip to Asia or Africa at the end of the year.

It was announced for the nation to enter into lockdown with immediate effect from the 15th March 2020; like most this came with an immense level of uncertainty ahead but our church members and community remained encouraged with the swift adjustments made to host the regular church meetings online via Zoom.

Our pastor (Aaron James) ministered a series of encouraging and stirring messages of hope, whilst calling the church to prayer for our key workers, government and world affairs. Hosting these meetings via Zoom allowed live online contact amongst the members which proved to help our congregations well being and spirit to be lifted during the difficult stages of the lockdown. The lengthy lockdown period allowed the church to host games nights, revival services with guest speakers and prayer meetings online, a number of family/friends joined these meetings.

Our pastor was invited by the local council to meet with all faith group leaders for regular updates on the impact of the pandemic within our local area and a call to prayer for key workers and essential service workers.

#### **Risk Assessment and Method Statement procedures for COVID secure meetings**

With each lockdown there were opportunities for our congregation to gather safely within our regular hall; this was facilitated by following and implementing the relevant government guidelines and safety procedures for gatherings within a community centre. All our members were briefed on the control procedures in place prior to attending in person gatherings and encouraged to stay at home and join the meeting online if they were a part of the risk group, experiencing any symptoms of the virus or was not comfortable to gather.

#### **Year End**

Moving and transitioning the church schedule online enabled the congregation to function in the best way possible; the use of online platforms had helped our members stay connected and encouraged through the year which proved invaluable in the times we were able to gather again in person.


#### **Trustees Responsibilities**

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on ....27/10/2021.....

Signed on their behalf by Trustee ..........

Print Name: Mr Purazeni Chigarire

**POTTERS HOUSE CHRISTIAN FELLOWSHIP BEXLEYHEATH**

**STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	<b>Notes</b>	Unrestricted Funds £	Restricted Funds £	<b>Total 2020 £</b>	<b>Total 2019 £</b>
<b>RECEIPTS :</b>					
Donations & Legacies	<b>2a</b>	33,492	-	33,492	29,332
Other Incoming Resources	<b>2b</b>	-	-	-	-
<b>TOTAL RECEIPTS</b>		<b>33,492</b>	<b>-</b>	<b>33,492</b>	<b>29,332</b>
<b>PAYMENTS :</b>					
Costs of Charitable Activities	<b>3a</b>	17,076	-	17,076	26,862
Governance Costs	<b>3b</b>	861	-	861	1,113
<b>TOTAL PAYMENTS</b>		<b>17,938</b>	<b>-</b>	<b>17,938</b>	<b>27,975</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>15,554</b>	<b>-</b>	<b>15,554</b>	<b>1,357</b>
Balances Brought Forward		8,041	-	8,041	6,684
<b>BALANCES CARRIED FORWARD</b>		<b>23,595</b>	<b>-</b>	<b>23,595</b>	<b>8,041</b>

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

All Charity operations are classed as continuing operations.

**POTTERS HOUSE CHRISTIAN FELLOWSHIP BEXLEYHEATH**

**STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31ST DECEMBER 2020**

<b>ASSETS</b>	<b>Notes</b>	<b>Unrestricted Fund £</b>	<b>Restricted Fund £</b>	<b>Total 31-Dec-20 £</b>	<b>Total 31-Dec-19 £</b>
<b>Cash Funds:</b>					
Cash at Bank		23,595	-	23,595	8,041
Petty Cash		-	-	-	-
		<b>23,595</b>	<b>-</b>	<b>23,595</b>	<b>8,041</b>
<b>Other Monetary Assets:</b>					
Unrestricted Funds		23,595	-	23,595	8,041
Restricted Funds	5	-	-	-	-
		<b>23,595</b>	<b>-</b>	<b>23,595</b>	<b>8,041</b>
<b>Assets retained for the Charity's own use:</b>					
Fixed Assets		-	-	-	-
<b>LIABILITIES</b>					
Independent Examiner's Fee		650	-	650	650
		<b>650</b>	<b>-</b>	<b>650</b>	<b>650</b>

**TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS**

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 6 and 7.

Approved by the Trustees on 27/10/2021

Signed on their behalf by Trustee 

Print Name: Mr Purazeni Chigarire

**POTTERS HOUSE CHRISTIAN FELLOWSHIP BEXLEYHEATH**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

**1. BASIS OF ACCOUNTING**

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners, and they meet the appropriate legal requirements.

**2. RECEIPTS**

	Unrestricted Funds £	Restricted Funds £	<b>Total 2020 £</b>	<b>Total 2019 £</b>
<b>a) Donations &amp; Legacies</b>				
Gifts, Tithes & Offerings	31,419	-	31,419	26,078
Gift Aid	2,073	-	2,073	2,972
Revival Offering	-	-	-	282
	<b>33,492</b>	<b>-</b>	<b>33,492</b>	<b>29,332</b>

**b) Other Incoming Resources**

Sundry Income	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**3. PAYMENTS**

**a) Costs of Charitable Activities**

Equipment	796	-	796	-
Gifts, Tithes & Offerings	2,000	-	2,000	3,400
Insurance Costs	185	-	185	185
Love Offering	2,500	-	2,500	4,260
Ministry Meal	726	-	726	1,402
Outreach	152	-	152	557
Printing, Postage & Stationery	595	-	595	131
Rent & Rates	2,741	-	2,741	10,964
Revival Expenses	330	-	330	80
Sundry Expenses	1,995	-	1,995	321
Telephone Costs	-	-	-	1,594
Travel & Subsistence	18	-	18	55
Utility Costs	-	-	-	-
Vehicle Expenses	5,038	-	5,038	3,914
	<b>17,076</b>	<b>-</b>	<b>17,076</b>	<b>26,862</b>

**b) Governance Costs**

Independent Examiner's Fee	650	-	650	810
Legal & Professional Fees	211	-	211	303
	<b>861</b>	<b>-</b>	<b>861</b>	<b>1,113</b>

## **POTTERS HOUSE CHRISTIAN FELLOWSHIP BEXLEYHEATH**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020**

#### **4. RESTRICTED FUNDS**

The Charity held no restricted funds during this or the previous financial period.

#### **5. TRUSTEES AND OTHER RELATED PARTIES**

Leighton Ainsworth received a Love offering of £830 and Colin McClaren £500 .

No other payments were made to trustees or any persons connected with them during this financial period. No other material transaction took place between the organisation and a trustee or any person connected with them.

#### **6. RISK ASSESSMENT**

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

#### **7. RESERVES POLICY**

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

#### **8. PUBLIC BENEFIT**

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake