



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01 February 2021** Period start date To Period end
date **31 January 2022**

Charity name: **JESUS THE LIVING WATER WORLD WIDE CHURCH**

Charity registration number: **1131597**

Objectives and Activities

| | SORP reference | |
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| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To advance the Christian religion for the benefit of the public via evangelism, fellowships, Sunday services, outreach programs, outdoor faith camps and missions. Helping communities through fund raising projects, charity events, grant, and sponsorships. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>When planning our activities for the year, the Trustees and Members (Church Elders) of the charity have considered the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. The review of activities below reflects how we have implemented this through a range of activities, which we consider to be in line with both this guidance and our objectives</p> <p>Worship and Prayer</p> <p>The Church (JLWC) with its three congregation (East Grinstead, Brighton, and Eastbourne) continued its mission of evangelising people and gathering its members through fellowship on regular Sunday services at each respective rented hall (run by the Jubilee Community Centre at East Grinstead.) The Sunday Christian services are aimed at encouraging, supporting, lifting, and nurturing the spiritual lives of its members. In turn, each individual member of the church is encouraged to invite their friends to become part of the Christian community.</p> |

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| | | <p>The Church conducted a Conference 20/20 Vision at the end of February. Delegates from different churches attended the event.</p> <p>The national lockdown, which was declared in March 2020 and continued throughout most of 2021 did not stop the Church in fellowship. Using digital platform, like Zoom meeting and Microsoft Online Teams meeting, the Church still managed to continue its mission. It was only in summer of 2021 when lockdown started to ease that the Church started to physically gather again, albeit, with strict social distancing guidelines being adhered to.</p> <p>Every Monday evening, the church joins other church branches globally to be one in spirit as it gathers its members for prayer intercessory evening. The prayer intercessors gather all prayer requests and petitions received by the church on Sunday services and home visits and lift them all up in prayer.</p> <p>Bible study / Cell groups were added this year to accommodate some members who may have missed the Sunday service due to work commitments. Other ministries, like Women of Faith, Men's Ministry and Youth and Kids Ministries were set up to cater the needs of its members. Digital platforms were used to reach out and fulfil the Church's mission.</p> <p>All are welcomed to attend the church's regular services. This year, 10 families and 30 new nurses added to the register, which brought the total numbers to 650 including children. Average attendance on regular services were 400, and on special occasions, can reach up to 640. However, towards the end of the year, some members were removed from the register after relocating to other areas.</p> <p>The church has continuously reached out to people to bring hope and</p> |
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| | | <p>strengthen their faith through:</p> <p>Worship and prayer, Teaching through discipleship Developing their relationship with Jesus Provision of pastoral care Outreach programmes Seminars and Conferences Webinar</p> <p>To enable all these, we hold on to the leading of the Holy Spirit and the truthful promises of God.</p> <p>Pastoral Care</p> <p>Bishop Norman Ponce, assisted by some elders of the church, regularly visits families and friends who wished to be prayed over for healing and spiritual care. Some visits were made for spiritual advice and before big decisions were made. They regularly attend to members who may be experiencing trying times in family relationships, job security, spiritual battles, or financial burdens.</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | When planning our activities for the year, the Trustees and Members (church Elders) of the charity have considered the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. The review of activities below reflects how we have implemented this through a range of activities, which we consider to be in line with both this guidance and our objectives. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
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| | SORP reference | |
| Policy on grant making | Para 1.38 | |
| | Para 1.38 | |

| | | |
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| Policy on social investment including program related investment | | |
| Contribution made by volunteers | Para 1.38 | |
| Other | | |

Achievements and Performance

| | SORP reference | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>Outreach Programs</p> <p>The church, whenever possible, extends material and financial support to families with immediate needs, to help them be tied over during difficult times. Throughout the year, fund-raising events like concerts, bric-a-brac, food sales, envelope appeals were made to raise funds for victims of natural calamities in the Philippines. It has also sustained help to the prison outreach ministry all year long through monthly regular giving. The Love God Love People outreach program this year extended financial help to ordained pastors in the Philippines who continued to in their ministry despite restricted face to face gathering imposed in the country due to Covid 19 pandemic.</p> <p>Church Leaderships</p> <p>Training and seminars were regularly conducted for leaders and ministry heads of the church. Regular meetings by the council of elders meant programs and plans were kept on track and improved upon. Members with leadership potentials were encouraged and helped, so that they can be prepared for future responsibilities.</p> |

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| | | <p>Mission and Evangelism</p> <p>Fulfilling the five purposes of JLWC is a part of our mission.</p> <p>Mission-We communicate God's Word through evangelism</p> <p>Membership-We incorporate God's family into our fellowship</p> <p>Maturity-We educate God's people through discipleship</p> <p>Ministry-We demonstrate God's love through service</p> <p>Magnify-We celebrate God's presence in worship</p> <p>Community living</p> <p>The church has responded to several appeals of various local civic groups in need of manpower and assistance, either in cash or kind, like East Grinstead Council, Brighton and Hove Fil-Brit Community and Eastbourne Community.</p> <p>The church is registered with Compassion UK, aiding a child in Philippines by way of monthly donation.</p> <p>The church continuous to partner with various social and civic groups like Local Global Mid-Sussex, the Filipino-British Nurse Extra Care, Filipino-British Association of Brighton, for manpower and mobility assistance.</p> <p>It has sent delegates to participate in the annual multi-cultural race programs conducted by various civic groups in West Sussex and Brighton.</p> <p>Small gatherings were mentored and supported in places like Hastings, Lewes, Crowborough, Kent, Horsham, and Redhill.</p> <p>Two groups of 12 called Primaries still conduct weekly mentoring aimed at teaching and nurturing to facilitate other groups of 12 each to be formed with the vision of attaining and retaining the multiplication of its members.</p> <p>The church is continuously</p> |
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| | | <p>supporting MOYA - Ministry of Young Adults, with its goal, to gather young people and young professionals to help them develop their fitness and mental wellbeing and become spiritually mature, by means of Biblical principles. In conjunction with this, the GOYE - Generation of Young Enthusiasts, was also formed for children 12-18. These two groups will ensure trainings, developments and teachings will prepare them to be future church leaders one day.</p> <p>The church has trialled this year gathering couples for 2-month long week-end seminars called Marriage Course. The church believes that a foundation of the family lies on the lifelong commitment of husbands and wives to each other, with God in their relationship.</p> <p>CHURCH ACTIVITIES</p> <p>The Church is continually looking for strategies to bring help not just to its members but also to the local town, the UK and internationally. This report reflects aspects of each of these three components. In each area of activity, the Trustees recognize, and are sincerely grateful for, the volunteers who contribute so much to all that happens in the life of the church.</p> |
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Additional information (optional)

You may choose to include further statements where relevant about:

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| Achievements against objectives set | Para 1.41 | |
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| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

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| Review of the charity's financial position at the end of the period | Para 1.21 | <p>INCOMING RESOURCES</p> <p>Total incoming resources for the year decreased from £188,824 in 2021 to £150,927 in 2022.</p> <p>RESOURCES EXPENDITURE</p> <p>Total resources expended for the year increased from £109,011 in 2021 to £133,090 in 2022.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>FUNDS AND BALANCE SHEET</p> <p>The movement in total funds for the year is a net increase of £13,801. At the yearend, total funds held were £101,949 of which £30,585 are General funds being unrestricted and undesignated. This balance is in line with the Church's reserves policy</p> |
| Amount of reserves held | Para 1.22 | 30% of cash funds |
| Reasons for holding zero reserves | Para 1.22 | Not applicable |
| Details of fund materially in deficit | Para 1.24 | Not applicable |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <p>Going concern</p> <p>The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. The trustees have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|----------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | <p>GIVING</p> <p>Over the year church members have given £147,095 including recovery of tax through Gift Aid. This has been used both for the active ministries of the church and for gifts to other charitable causes both in the UK and</p> |
|----------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| | | internationally. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Trust Deed |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Unincorporated Association |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Appointment by majority members of the Trustees |

Additional information (optional)

You may choose to include further statements where relevant about:

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|-------------------------------------------------------------------------------------------|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|------------------------------------------|
| Charity name | JESUS THE LIVING WATER WORLD WIDE CHURCH |
| Other name the charity uses | |
| Registered charity number | 1131597 |

| | |
|-----------------------------|--------------------------------------------------------------------|
| Charity's principal address | Correspondence address: 13 Rowfield Edenbridge, Kent TN8 6DB |
| | |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1 | Mariflor Espartero | Trustee - Chair | | |
| 2 | Rolando Salazar | Trustee | | |
| 3 | Aniko Ponce | Trustee | | |
| 4 | Mary Andre Salvidge | Trustee | | |
| 5 | Jerry Pamintuan | Trustee | | |
| 6 | | | | |
| 7 | | | | |
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| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees - names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
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Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|--------------------------|--------------------------------------------------------------|
| Accountant | Giltinan and Kennedy LLP | 6a Lyons Farm Estate, Lyons Road, Slinfold, Horsham RH13 0QP |
| | | |
| | | |
| | | |

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

| | |
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Full name(s)

| | |
|----------------|--|
| Marcelo Arenas | |
|----------------|--|

Position (eg
Secretary, Chair, etc)

| | |
|------------------------|--|
| Administrative Officer | |
|------------------------|--|

Date

| |
|-----------------|
| 07 October 2022 |
|-----------------|



Receipts and payments accounts

| | | | |
|----------------------------|-------------------------------|-----------|------------------------------|
| For the period from | Period start date 2/1/2021 | To | Period end date 1/31/2022 |
|----------------------------|-------------------------------|-----------|------------------------------|

Section A Receipts and payments

| Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ |
|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|
|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|

A1 Receipts

| | | | | |
|----------------------------------------|---------|---|---|---------|
| Donations, Legacies, Grants | 110,967 | - | - | 110,967 |
| Fundraising Events | - | - | - | - |
| Tax reclaims | 26,221 | - | - | 26,221 |
| Interest on Deposit Account | - | - | - | - |
| Dividends on Investments | - | - | - | - |
| Planned giving | - | - | - | - |
| Collections other than giving | 9,907 | - | - | 9,907 |
| Regular giving | - | - | - | - |
| | - | - | - | - |
| Sub total (Gross income for AR) | 147,095 | - | - | 147,095 |

A2 Asset and investment sales, (see table).

| | | | | |
|-------------------------------------|-------|---|---|-------|
| Secondary Account | - | - | - | - |
| Receipts from sale of investments | - | - | - | - |
| Loan repayments received | 3,832 | - | - | 3,832 |
| Loans received from external funder | - | - | - | - |
| | - | - | - | - |
| Sub total | 3,832 | - | - | 3,832 |

| | | | | |
|-----------------------|---------|---|---|---------|
| Total receipts | 150,927 | - | - | 150,927 |
|-----------------------|---------|---|---|---------|

A3 Payments

| | | | | |
|----------------------------------|--------|---|---|--------|
| 3rd party collection 20% VAT | 23 | - | - | 23 |
| 3rd party collection fees | 70 | - | - | 70 |
| Accommodation costs | 500 | - | - | 500 |
| Accounting Software 20% VAT | 66 | - | - | 66 |
| Accounting Software subscription | 330 | - | - | 330 |
| Audio / Media supplies | 1,216 | - | - | 1,216 |
| Benevolence distributions | 880 | - | - | 880 |
| Catering- Consumables | 15 | - | - | 15 |
| Catering- Food and Drinks | 2,665 | - | - | 2,665 |
| Cleaning/sanitiser/PPE | 166 | - | - | 166 |
| Communion costs | 587 | - | - | 587 |
| Computers | - | - | - | - |
| Copyright license | - | - | - | - |
| Cost of fundraising | - | - | - | - |
| EER NI | 2,513 | - | - | 2,513 |
| EER Pension | 1,800 | - | - | 1,800 |
| Employment - admin fees | 634 | - | - | 634 |
| Employment wages | 38,101 | - | - | 38,101 |
| Events - catering | 3,111 | - | - | 3,111 |
| Events - decors and other items | 2,301 | - | - | 2,301 |
| Events - hall hire | 3,495 | - | - | 3,495 |
| Furniture & Fixture | 1,516 | - | - | 1,516 |
| HP hire payments | - | - | - | - |
| Insurance - church premises | 357 | - | - | 357 |

| | | | | |
|-----------------------------------------------|----------------|----------|----------|----------------|
| Insurance - minibus | 900 | - | - | 900 |
| Local charity giving | 451 | - | - | 451 |
| Maintenance-media equipt | 265 | - | - | 265 |
| Maintenance-minibus | 853 | - | - | 853 |
| Ministry gifts / volunteer allowance | 19,379 | - | - | 19,379 |
| Miscellaneous expenses | 5 | - | - | 5 |
| Music supplies | - | - | - | - |
| Outreach program (Int'l giving) | 1,032 | - | - | 1,032 |
| Parking | 56 | - | - | 56 |
| Petty cash reimbursements - food & drinks | 1,015 | - | - | 1,015 |
| Postage | 195 | - | - | 195 |
| Professional services fee - DAK | 1,038 | - | - | 1,038 |
| Regular Hall hire | 18,018 | - | - | 18,018 |
| Repairs - music eqpt | - | | | - |
| Special charity project - Int'l | 4,653 | - | - | 4,653 |
| Stationeries | 536 | | | 536 |
| Storage fees | 402 | - | - | 402 |
| Subscriptions - Media software | 1,016 | | | 1,016 |
| Subscriptions - Zoom | 326 | | | 326 |
| Subscriptions- teaching materials | 73 | | | 73 |
| Taxes - minibus | 356 | - | - | 356 |
| Tithe of Tithes (contribution to main church) | 14,652 | - | - | 14,652 |
| Training workshop | 872 | - | - | 872 |
| Travel - fuel | - | - | - | - |
| Travel - mileage claims | 6,269 | - | - | 6,269 |
| Travel - taxi.van hire | 440 | - | - | 440 |
| Wages / salaries/ NI | - | - | - | - |
| Website Subscriptions | 311 | - | - | 311 |
| Youth camp - misc items | 444 | | | 444 |
| Youth camp venue hire | 703 | - | - | 703 |
| | | - | - | - |
| Sub total | 134,606 | - | - | 134,606 |

| | | | | |
|-------------------------------------------------------|----------------|----------|----------|-----------------|
| A4 Asset and investment purchases, (see table) | | | | |
| Minibus | - | - | - | - |
| Loans made | 2,520 | | | - |
| Office equipments | - | - | - | - |
| Events equipments | - | - | - | - |
| Purchase of fixed assets | - | | | - |
| | - | - | - | - |
| Sub total | 2,520 | - | - | 2,520.00 |
| Total payments | 137,126 | - | - | 137,126 |
| Vet of receipts/(payments) | 13,801 | - | - | 13,801 |
| A5 Transfers between funds | - | - | - | - |
| A6 Cash funds last year end | 88,148 | - | - | 88,148 |
| Cash funds this year end | 101,949 | - | - | 101,949 |

Section B Statement of assets and liabilities at the end of the perio

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ |
|----------------------|-----------------|------------------------------------|----------------------------------|
| B1 Cash funds | Savings Account | 101,249 | - |
| | Petty Cash | 700 | - |
| | Savings Bond | - | - |

| | | | |
|-------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------|------------------------------|
| | Total cash funds | 101,949 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK |
| | | Unrestricted funds | Restricted funds |
| | | to nearest £ | to nearest £ |
| B2 Other monetary assets | Details | | |
| | Tax reclaims due | 27,394 | - |
| | Recoverable grants and charitable loans due to the charity | - | - |
| | other debts (recoverable amount) due to the charity | - | - |
| | | - | - |
| | | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) |
| | Government stocks | - | - |
| | other quoted security | - | - |
| | properties held primarily for investment purposes | - | - |
| | investments in subsidiary | - | - |
| | other investments | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) |
| | land and buildings primarily occupied by the charity | - | - |
| | motor vehicles | 12,801 | - |
| | computers and other audio equipments | 16,849 | - |
| | furniture, fixtures and fittings | - | - |
| | heritage assets | - | - |
| | other assets used by the charity | - | - |
| | | | - |
| | | | - |
| | | | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) |
| | taxes due but not yet paid | 0 | - |
| | amounts due to staff for wages and salaries, etc | 0 | - |
| | supplier's account not yet paid | 0 | - |
| | loan liabilities | 0 | - |
| | amounts payable on hire purchase and other leasing arrangements | 0 | - |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | |
| | | Marcelo Arenas | |
| | | | |

CC16a

Last year

to the nearest £

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|----------------|
| 98,745 |
| 11,008 |
| 72,486 |
| - |
| - |
| - |
| - |
| - |
| - |
| 182,239 |

| |
|--------------|
| - |
| - |
| 6,585 |
| |
| - |
| 6,585 |

188,824

| |
|---------------|
| - |
| - |
| 6,000 |
| - |
| - |
| 660 |
| 980 |
| 977 |
| 1,384 |
| 800 |
| |
| 1,535 |
| 283 |
| - |
| |
| 1,800 |
| 454 |
| 18,075 |
| |
| 2,800 |
| |
| 7 |
| 1,777 |
| 278 |

| |
|---------|
| 1,124 |
| 380 |
| 355 |
| 981 |
| 17,895 |
| 94 |
| 182 |
| 1,065 |
| 21 |
| 700 |
| 1,325 |
| 250 |
| 11,689 |
| - |
| 11,142 |
| - |
| 402 |
| - |
| - |
| - |
| 342 |
| 15,317 |
| 2,368 |
| 2,395 |
| 1,187 |
| 550 |
| - |
| 537 |
| |
| 900 |
| |
| 109,011 |

| |
|--------|
| 12,081 |
| 2,100 |
| 1,377 |
| - |
| - |
| - |
| 15,558 |

| |
|---------|
| 124,569 |
|---------|

| |
|--------|
| 64,255 |
| - |
| 23,893 |
| 88,148 |

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|------------------------|
| d |
| Endowment funds |
| to nearest £ |
| - |
| - |
| - |

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| - |
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OK

**Endowment
funds**
to nearest £

| |
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| - |
| - |
| - |
| - |
| - |
| - |

**Current value
(optional)**

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| - |
| - |
| - |
| - |
| - |

**Current value
(optional)**

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**When due
(optional)**

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Date of
approval

| |
|-----------|
| 10/6/2022 |
| |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Charity Name
Jesus Living Water World Wide Church

On accounts for the year
ended

31 January 2022

Charity no
(if any)

1131597

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 /01 / 2022.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination other than that disclosed below.

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.

Signed: Catherine Jackson

Date: 17 November 2022

Name: Catherine Jackson

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

Address: 6a Lyons Farm Estate, Lyons Road, Slinfold, Horsham, RH13 0QP

Section B

Disclosure

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

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

Policies

- 1) To ensure compliance with the law and regulation, several policies were set up during the year, however there are some areas yet to be covered:
 - a) Health & Safety Policy - 111 - the annual risk assessment was not performed during the year to 31 January 2022. The Trustees have designated an assessor to ensure this task is performed annually.
 - b) Bullying and Harassment Policy - The policy was broadly mentioned in the Equal Opportunity Policy. The Trustees will create a separate policy on Bullying and Harassment at their next meeting.
 - c) Data Protection Policy - It has been confirmed that all Trustees have received and read the policy. The policy is to form part of the induction process for new trustees, employees and staff and the policy is to be reviewed annually.
 - d) A Whistle-Blowing Policy is to be created.
- 2) Finance Operating Policy
 - a) Please ensure that procedures are adhered to, mainly that an order is raised and authorised to support payments.
 - b) All payments to trustees, employees and volunteers are supported by a completed and authorised expense form and filed in the appropriate area.