

COMPANY REGISTRATION NUMBER 06914491  
CHARITY REGISTRATION NUMBER 1135307

**CHRISTIANS TOGETHER IN MISSION**  
**Report and Financial Statements**  
**For the year to 31 December 2020**

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# **Christians Together in Mission**

## **Directors' and Trustees' Report**

The directors are pleased to present their annual report on the affairs of the Charity and the Company, together with the unaudited financial statements for the period from 1 January 2020 to 31 December 2020, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities' Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

## **Chair's Report**

At this year end, as I write my report, I am amazed at the way we have continued to serve our neighbours through Christians Together in Mission, and the dedication and support of our trustees, staff and volunteers, in what has been an unprecedented year. Our team is making a difference to so many people in the community, and that was the motivation for starting the Charity way back in 2009. Again, thank you to our donors and funders who believe what we are doing is important to people as they provide the funds and resources we need.

The outbreak of the Covid-19 virus reduced the scope of our charitable activities from the beginning of March 2020 and the Trustees have taken steps necessary to safeguard our employees and those served by the Charity. Further information can be found below.

TiM Friends is one of the largest independent befriending schemes licensed to Linking Lives UK. Café B, continues to provide an important and valued meeting place in Burghfield Common for many people of all ages, whether in the Methodist Church Hall or at the Park in Burghfield Common.

We continue to have good relations with our local churches and clergy, and many of our volunteers are from their congregations.

For 2021 we are focussing on raising our profile with the local community with a series of local events whilst celebrating the achievements of TiM over the last 12 years, and inevitably, seeking further funds to provide services of the highest quality within the resources available to us.

As a Christian charity, we are grateful to God for continuing to guide and enable us, and for the vision of reaching out to our neighbours in love and practical care.



**Charles French**

**Chair**

## **Establishment and Purpose**

The Charity's objectives are:

The relief of need in the Counties of West Berkshire and North Hampshire in accordance with a Christian ethos in particular but not exclusively by:

- Encouraging local Christians and Churches to become more involved in meeting the needs of their local communities
- Supporting and encouraging a distinctive Christian ethos in all work undertaken by Churches and Christians and explaining this ethos and its implications to the wider public
- Encouraging and supporting partnership working to meet the needs of local communities.

To achieve these objects, the main activity is continuing to implement the findings of a 2010 community survey ('Listening Communities' Report) conducted in the Mortimer, Burghfield, Sulhamstead, Padworth and Mortimer West End communities.

In planning our ongoing activities the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance in 'Public Benefit - Running a Charity (PB2)'.

## **Activity during the period**

The Charity engaged in the following activities during 2020:

- We appointed 2 new trustees, Jon Davies and Mike Gomm
- We were sad to accept the retirement of David Partington whose wise counsel has seen us through a turbulent year.
- The Community Café (Café B) in Burghfield Common, now in its 9th year, continues to be well used and valued by local people on Monday and Wednesday openings, though the Covid-19 restrictions made it very intermittent in its opening. With the restrictions on indoor seating, we were very grateful to receive support from Burghfield Parish Council to be able to open a takeaway service at the Pavilion in the Park when weather and Covid-19 restrictions allowed. Overall we managed to trade for 5½ months out of the 12.
- School Pastors initiative (Burghfield and Area School Pastors), launched in The Willink School, Burghfield Common, in May 2013 in partnership with the Ascension Trust, continues to support the School community and is highly valued by the School. In 2020 due to School Closures and Covid-19 restrictions when the school was open we unfortunately were unable to provide any patrols in school.
- The befriending scheme (TiM Friends) started in May 2013, is also run by a part time coordinator. During 2020 it has continued to provide valuable support to vulnerable and isolated adults. Our volunteer befrienders have shown great resilience in getting to grips with the latest government guidance on Covid, and have come up with novel ways to stay connected to their friends. Our coordinator has developed increased contact and co-operation with local health care providers and other interested parties and potential partners, and her experience has been recognised from our partner, Linking Lives UK, with the invitation to join their leadership group which looks at issues facing Linking Lives projects across the UK. The value of the scheme has been recognised by local funders with grants to support and extend our activities into adjacent parishes which, though not easy due to the dispersed housing, has identified more clients and volunteers.
- Whilst many of the local events had been cancelled, our volunteers from across all of our services have continued to serve our local community, by collecting shopping or prescriptions and simply keeping an eye out for those they live close to.

## **Use of Volunteers**

In order to fulfil the above objectives, the Charity benefits from time donated by unpaid volunteers. We are extremely grateful for the many hundreds of hours of volunteer time given to the following areas of the charity's work:

- Participation in the Management Boards
- The running of Café B

- Burghfield and Area School Pastor patrols
- Visits performed by volunteers as part of the TiM Friends befriending service
- Other local events involving volunteers in a wide range of support roles
- Functional work carried out by officers of the Charity including safeguarding and fundraising.

## Achievements and performance

As listed above our work in the local communities has continued during 2020, consolidating on the achievements of earlier years. TiM and its important work is positively recognised by our village communities.

The major source of our funds has come through other charitable foundations (see below), but we are seeking to enlarge support from individuals, especially on a regular basis. We continue to promote opportunities for electronic giving through Localgiving.com.

## Financial Performance

The Charity has an operating surplus in the year of £5,822 (2019: Surplus of £13,107). Total incoming funds for the year were £35,349 (2019: £51,693) and consisted of grants and donations including gift aid and match funding of £29,327 (2019: £36,121), trading and other income £6,022 (2019: £15,572).

Total income by charity fund was as follows: TiM General fund: £21,804 (2019: £20,388); Restricted funds: Café B £6,825 (2019: £19,252), School Pastors £1,000 (2019: £1,803), TiM Friends £5,720 (2019: £10,250).

We are extremely grateful for the support of local charities and charitable trusts, as well as local partners and individuals, which were crucial to the running of our community based services during 2020:

- UNFAC – General (£2,250), Café B (£750)
- Mortimer West End Chapel – School Pastors (£1,000)
- Localgiving.com - General (£2,754)
- Other donations and misc. income from fundraising General (£2,106), Café B (£53) Tim Friends (£720)
- The Jerusalem Trust - General (£2,000)
- Stratfield Mortimer Relief in Need – TiM Friends (£5,000)
- Stratfield Mortimer air Ground Trust – General (£1,000)
- Shanley Foundation – General (£2,000)
- Berkshire Community Foundation – General (£3,500)

Total expenditure for the year of £29,527 (2019: £38,676). Expenditure across the various funds was as follows: Charity running costs £4,077 (2019: £6,053), Café B £11,326 (2019: £11,687), School Pastors £4,671 (2019: £5,155), TiM Friends befriending project £9,453 (2019: £10,100).

The main items of expenditure in running the charity during the year were as follows: (2019 figures in brackets)

- Staff wages £20,188 (£20,216). Coronavirus Job Retention Scheme grants of £6,194 were received during the year in respect of staff who were put on furlough (£nil).
- Governance and other support costs £4,562 (£8,367)
- Stock and consumables for Café £2,651 (£5,681)
- Accountancy £2,203 (£3,894)
- I.T. & Web Site £1,031 (£913).

## Reserves policy

The Directors continue to consider the level of reserves appropriate to the future needs of the Charity as being £1,000.

The Directors have also decided to allocate within the Charity's available cash balances an additional reserve against Community Café funds for potential repairs to Burghfield Common Methodist Church premises in the event the Café relocates in future. The level of reserves appropriate for this purpose is considered as being £500.

## Sources of funding

The Charity has a number of sources of funding:

- Applications for Grants where relevant
- Private donations including Match Funding and Gift Aid
- Donations from local Churches
- Fundraising activities

Details of our main fund providers are shown in the finance section of this report.

## Future plans

Our plans for 2021 include:

We will seek opportunities to inform local Church and community leaders of our work, and take opportunities, with short presentations of our work, to further explore ways they might support us, for mutual benefit.

- Appointing additional members to the Trustee team. The remit will be for experienced people who can advise and support our work in light of our Charitable Objectives and provide more flexibility with the Trustee team
- Increasing our membership base
- Continuing to recruit volunteers and clients for TiM Friends
- Carry on with the success of Café B with an increase in hours, subject to Covid restrictions
- Increasing the team of School Pastors and seeking further opportunities to engage with young people in our communities
  - Continuing to have a presence at local events such as the Burghfield May Fayre, the Mortimer Fun Day and the Sulhamstead Fete, and Carol Singing around the Christmas trees in Burghfield and Mortimer, subject to Covid restrictions
  - Supporting the Food Bank set up by Churches Together in Burghfield, Sulhamstead and Mortimer as it continues to meet the needs of families and individuals in the local area
  - Seeking funding for these and future projects.

## Covid-19

The global Covid-19 virus pandemic and the imposition of a lockdown to combat it by the UK Government with effect from 23 March 2020 severely restricted the Charity's activities from this date. Two of the Charity's three main activities were suspended – the Community Café, Café B, was closed in early March in order to support the social distancing measures then being recommended by the Government and in advance of the lockdown; the School Pastors Initiative was suspended when schools first closed in March 2020 and the Initiative is expected to recommence when it is safe to do so, but no earlier than summer 2021.

The befriending scheme, TiM Friends, has continued to operate albeit in a much-modified form to ensure compliance with the Government's social distancing measures and to safeguard the health both of our volunteers and our clients. All volunteers still engaged in the befriending scheme comply with strict hygiene measures.

The Charity's two main sources of income are charitable donations and trading income from Café B. While trading income has ceased, the Charity has continued to receive charitable donations throughout lockdown. Most donations come from written applications which can continue to be made unaffected by the lockdown. We are extremely grateful for the efforts of our dedicated fundraisers and for those donors who continue to support us as the need for our befriending services has not ceased during the lockdown period.

Steps have been taken to reduce the Charity's cost base during the lockdown period and the Charity is in the fortunate position of having a relatively flexible cost base with few fixed costs. Employees have been furloughed at various points throughout the year as activity needs and levels have varied, and the allowed proportion of their wage costs

have been recovered under the Government's Coronavirus Job Retention Scheme. The Trustees actively manage the cost base in the ordinary course of the Charity's activities and this active management will carry on throughout the pandemic.

We have strong and long-standing relationships with a wide number of local and regional donors and the Charity has adequate cash reserves both at the balance sheet date and the approval of this Annual Report and Accounts to allow it to continue as a going concern for the foreseeable future.

## **Risk management**

The Trustees are responsible for the on-going exercise of identifying on a timely basis the major risks to which the charity is exposed. Each of these risks will be reviewed annually and where necessary systems will be put in place to mitigate those risks. No system, no matter how comprehensive, can eliminate risk entirely. Key performance indicators are not considered necessary for the understanding of the development, performance or position of the business of the company. There are no significant risks or uncertainties facing the Charity, including those within the context of the use of the financial instruments.

The Trustees consider that the greatest risk to the Charitable Company's ability to continue its activities is that the Charity's existing sources of funding could diminish and have a detrimental impact on reserves. Staff and Management Boards are encouraged to bring new risks to the attention of the Trustees as soon as they are perceived to have arisen.

## **Reference and Administrative Details**

Charity Number	1135307
Company Number	06914491
Registered Office	16 Goodwood Close, Burghfield Common, Reading RG7 3EZ
Bankers:	CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, ME19 4JQ
Independent Examiner:	Rachel Belshaw (MA ACA CTA), Hill Top Accounting Ltd, Hill Cottage, Church Lane, Upton Nervet, Reading, RG7 4HQ
Safeguarding Body:	CCPAS, PO Box 133, Swanley, Kent, BR8 7UQ

## **Directors and Trustees**

During the period ending on 31 December 2020 the following were the Directors of the Company (who are also the Trustees for the purposes of the Charities Act):

Revd. Charles M K French	Chair (re-elected 28 <sup>th</sup> September 2020)
Mr David Partington	Elected 13 July 2017
Mrs Emma Shumsky	Secretary (re-elected 28 <sup>th</sup> September 2020)
Mr Sven Lewis	Treasurer
Mr Mike Gomm	Elected 28 <sup>th</sup> September 2020
Mr Jon Davies	Elected 29 <sup>th</sup> September 2020

## **Structure, Governance and Management**

The company's governing documents are its Memorandum and Articles of Association. The number of Trustees may not be fewer than three and may be more. All Trustees shall declare their commitment to further the Charity's objects. The appointment of Trustees, as well as their removal, vests in the Annual General Meeting. At each Annual General Meeting one third of the Trustees must retire, selected by longevity of service and in alphabetical order. They are eligible to stand for re-election.

The Trustees will typically focus on consideration of strategic matters, for example partnerships with other charities, appointment and retention of the Management Boards and the approval of the budget and quarterly accounts. The

day to day running of the Charity is delegated by the Trustees through the Management Boards to the individual service coordinators.

## **Related party transactions**

No Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the group during the year. The total amount of donations received by the charity from the trustees in the year was £540 (2019: £1,100).

Mrs Beverley French was employed by the charity as a part-time coordinator and is the wife of the Chair, Mr Charles French.

## **Trustees' responsibilities in relation to the financial statements**

Company Law and Charity Law require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the financial activities of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and to
- prepare financial statements on the going concern basis unless it is inappropriate to presume 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 to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against loss or unauthorised use and to prevent and detect fraud and other irregularities.

## **Appointment of Independent Examiner**

Rachel Belshaw (MA, ACA, CTA) has been appointed as the Independent Examiner for the 2020 Financial Statements.

## **Small company exemptions**

The Directors' report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption in accordance with Companies Act 2006.

This Report has been approved by the Trustees and Directors.



**Charles French (Chair)**

13 September 2021

**Christians Together in Mission**  
**Statement of Financial Activities**  
**for the year ending 31 December 2020**

£	Note	Unrestricted Funds 2020	Restricted Funds 2020	Total Funds 2020	Total Funds 2019
<b>Income</b>					
Donations, legacies and furlough claims	4	21,804	7,523	29,327	36,121
Income from trading activities		-	6,022	6,022	15,572
<b>Total income</b>		<b>21,804</b>	<b>13,545</b>	<b>35,349</b>	<b>51,693</b>
<b>Expenditure:</b>					
Expenditure on charitable activities	5	(4,077)	(22,816)	(26,893)	(32,995)
Trading activities		-	(2,634)	(2,634)	(5,681)
<b>Total expenditure</b>		<b>(4,077)</b>	<b>(25,450)</b>	<b>(29,527)</b>	<b>(38,676)</b>
<b>Net income/(expenditure)</b>		<b>17,727</b>	<b>(11,905)</b>	<b>5,822</b>	<b>13,017</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		22,811	6,481	29,292	16,274
<b>Total funds carried forward</b>		<b>40,538</b>	<b>(5,424)</b>	<b>35,114</b>	<b>29,292</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**Christians Together in Mission**  
**Balance sheet**  
**for the year ending 31 December 2020**

<b>£</b>	<b>Note</b>	<b>2020</b>	<b>2019</b>
<b>Fixed assets</b>			
Tangible assets	12	1,468	320
<b>Current assets</b>			
Debtors	13	2,127	1,136
Cash at bank and in hand		31,937	29,333
<b>Total current assets</b>		<b>34,064</b>	<b>30,469</b>
<b>Current liabilities</b>			
Creditors falling due within one year	14	(418)	(1,497)
<b>Net current assets</b>		<b>33,646</b>	<b>28,972</b>
<b>Net assets</b>		<b>35,114</b>	<b>29,292</b>
<b>The funds of the charity</b>			
Unrestricted funds	15	34,344	22,811
Restricted funds	15	770	6,481
<b>Total charity funds</b>		<b>35,114</b>	<b>29,292</b>

The trustees have prepared accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011.

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

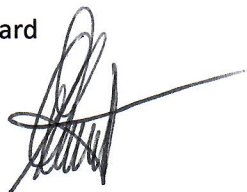
No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The notes on pages 9 to 15 form part of these accounts.

On behalf of the board



**CHARLES MALCOLM KENNETH FRENCH**  
Director  
13 September 2021

## **Christians Together in Mission**

### **Notes to the financial statements for the year ended 31 December 2020**

#### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation and uncertainty in the preparation of the financial statements are as follows:

##### **a) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

##### **b) Preparation of the accounts on a going concern basis**

The Charity reported a net cash inflow of £2,605 for the year. The global Covid-19 virus pandemic and the imposition of a lockdown to combat it by the UK Government with effect from 23 March 2020 severely restricted the Charity's activities from this date. Two of the Charity's three main activities were suspended – the Community Café, Café B, was closed in early March in order to support the social distancing measures then being recommended by the Government and in advance of the lockdown; the School Pastors Initiative was suspended when schools first closed in March 2020 and the Initiative is expected to recommence when it is safe to do so, but no earlier than summer 2021.

The befriending scheme, TiM Friends, has continued to operate albeit in a much-modified form to ensure compliance with the Government's social distancing measures and to safeguard the health both of our volunteers and our clients. All volunteers still engaged in the befriending scheme comply with strict hygiene measures.

The Charity's two main sources of income are charitable donations and trading income from Café B. While trading income has ceased, the Charity has continued to receive charitable donations throughout lockdown. Most donations come from written applications which can continue to be made unaffected by the lockdown. We are extremely grateful for the efforts of our dedicated fundraisers and for those donors who continue to support us as the need for our befriending services has not ceased during the lockdown period.

Steps have been taken to reduce the Charity's cost base during the lockdown period and the Charity is in the fortunate position of having a relatively flexible cost base with few fixed costs. Employees have been furloughed at various points throughout the year as activity needs and levels have varied, and the allowed proportion of their wage costs have been recovered under the Government's Coronavirus Job Retention Scheme. The Trustees actively manage the cost base in the ordinary course of the Charity's activities and this active management will carry on throughout the pandemic.

We have strong and long-standing relationships with a wide number of local and regional donors and the Charity has adequate cash reserves both at the balance sheet date and the approval of this Annual Report and Accounts to allow it to continue as a going concern for the foreseeable future.

##### **c) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, including receipts from furlough claims introduced by HM Government in response to the Covid-19 pandemic, is recognised when the charity

has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and refer to the Trustees' annual report for more information about their contribution.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

f) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific services.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of commercial trading including the community café and associated cost of sales
- Expenditure on charitable activities includes the costs of performances, exhibitions and other educational activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's services and activities. These costs are shown as expenditure on charitable activities only and not allocated.

i) Tangible fixed assets

Individual fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Asset Category	Annual rate
Plant, equipment	- 25% straight line
Fixtures and fittings	- 25% straight line

j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

l) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be

measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**m) Financial instruments**

The Charity has no financial assets or financial liabilities of a kind that qualify as financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**n) Pensions**

The Charity provides a defined contribution workplace pension scheme to eligible employees in line with prevailing auto enrolment legislation.

## **2. Legal status of the Charity**

The Charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

## **3. Financial performance of the Charity**

<b>£</b>	<b>2020</b>	<b>2019</b>
Income	<b>35,349</b>	51,693
Expenditure	<b>(29,527)</b>	(38,676)
Net income	<b>5,822</b>	13,017
Total funds brought forward	<b>29,292</b>	16,274
<b>Total funds carried forward</b>	<b>35,114</b>	29,292
<b>Represented by:</b>		
Restricted funds	<b>(5,424)</b>	6,481
Unrestricted funds	<b>40,538</b>	22,811
	<b>35,114</b>	29,292

## **4. Income from donations, legacies and furlough claims**

<b>£</b>	<b>2020</b>	<b>2019</b>
Donations and gifts	<b>23,133</b>	36,121
Furlough claims	<b>6,194</b>	-
	<b>29,327</b>	36,121

The income from donations and legacies was £23,133 (2019: £36,121) of which £15,610 was unrestricted (2019: £20,388) and £7,523 was restricted (2019: £15,733). Reimbursement of certain salary costs claimed under furlough regulations introduced by HM Government in response to Covid-19 totalled £6,194 (2019: £nil).

The Charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

## 5. Analysis of expenditure on Charitable Activities

£	Café	Befriending	School Pastors	Operations and Other projects	Total
Depreciation	205	110	-	11	326
Community Events	-	12	-	-	12
Marketing, PR & printing	-	162	-	-	162
Rent, premises & repairs	564	-	-	-	564
Staff salaries and related costs	7,556	8,177	4,455	-	20,188
Training and welfare	48	-	-	-	48
I.T. & Website	228	283	112	408	1,031
Governance and other support costs	91	710	104	3,657	4,562
<b>Total</b>	<b>8,692</b>	<b>9,454</b>	<b>4,671</b>	<b>4,076</b>	<b>26,893</b>

Expenditure on charitable activities, excluding direct costs of sale arising from the Charity's trading activities of £2,634 (2019: £5,681) was £26,893 (2019: £32,995) of which £4,076 (2019: £6,053) related to unrestricted funds and £22,817 related to restricted funds (2019: £26,942).

The Independent Examiner was paid a fee of £150 (2019: £150) for the review of the Annual Report and Accounts.

## 6. Summary analysis of expenditure and related income for charitable activities

This table below set out the expenditure of the three main charitable activities and the sources of income which directly support those activities.

£	Café	Befriending	School Pastors	Total
Grants and donations	803	5,720	1,000	7,523
Trading income	6,022	-	-	6,022
Costs	(8,691)	(9,454)	(4,671)	(22,816)
Trading costs (cost of goods sold)	(2,634)	-	-	(2,634)
<b>Net expenditure</b>	<b>(4,500)</b>	<b>(3,734)</b>	<b>(3,671)</b>	<b>(11,905)</b>

Where expenditure exceeds income, the difference is met out of Unrestricted funds.

## 7. Analysis of governance and support costs

The Charity identifies the costs of its governance and support activities. Attributable costs are allocated directly to the relevant charitable activity.

Charity overheads relating to professional services and administrative support are not apportioned to the charitable activities undertaken in the year but are recorded as general costs. Other charity overheads, such as insurance and telecoms costs, are apportioned on the basis of usage. Refer to the table below for the basis for apportionment and the analysis of support and governance costs.

### Governance and general support costs

£	General Support	Governance Function	Total	Basis of Apportionment
Accountancy, Legal and professional fees	-	2,251	2,251	General
Administrative support	-	332	332	General
Other costs	1,493	-	1,493	Usage
<b>Total</b>	<b>1,493</b>	<b>2,583</b>	<b>4,076</b>	

## 8. Remuneration

The key management of the Charity is comprised of the Trustees and other unpaid officers. The Charity Trustees and other unpaid officers were not paid and did not receive any other benefits from the Charity in the year (2019: £nil) neither were they reimbursed for personal expenses during the year other than those that were wholly and necessarily incurred on behalf of the Charity and in pursuit of the Charity's objectives (2019: £nil). No Charity Trustee received payment for professional or other services supplied to the Charity (2019: £nil).

No employees of the Charity received employee benefits in excess of £60,000 (2019: nil).

## 9. Staff numbers

The average monthly head count was 3 part time staff (2019: 2.8 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) is 0.8 (2019: 0.8).

## 10. Related party transactions

No Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

The total amount of donations received by the charity from the trustees in the year was £540 (2019: £1,100).

Mrs B French was employed by the charity as a part-time coordinator and is the wife of the Chair, Mr C French.

## 11. Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

## 12. Tangible fixed assets

£	Plant and machinery	Office equipment	Fixtures and Fittings	Total
<b>Cost</b>				
At 1 January 2020	1,081	2,013	6,488	9,582
Additions in the year	925	550	-	1,475
<b>At 31 December 2020</b>	<b>2,006</b>	<b>2,563</b>	<b>6,488</b>	<b>11,057</b>
<b>Accumulated Depreciation</b>				
At 1 January 2020	(1,081)	(1,693)	(6,488)	(9,262)
Charge for the year	(205)	(122)	-	(327)
<b>At 31 December 2020</b>	<b>(1,286)</b>	<b>(1,815)</b>	<b>(6,488)</b>	<b>(9,589)</b>
<b>Net book value:</b>				
<b>At 31 December 2020</b>	<b>720</b>	<b>748</b>	<b>-</b>	<b>1,468</b>
At 31 December 2019	-	320	-	320

## 13. Debtors

£	2020	2019
Other debtors and accrued income	1,170	-
Prepayments	957	1,136
	<b>2,127</b>	<b>1,136</b>

## 14. Creditors falling due within one year

£	2020	2019
Trade creditors and accruals	418	1,497

## 15. Analysis of charitable funds

### Analysis of movements in unrestricted funds

£	General Fund
At 1 January 2020	22,811
Incoming resources	21,804
Resources expended	(4,077)
<b>At 31 December 2020</b>	<b>40,538</b>

### Analysis of movements in restricted funds

£	Café	Befriending	School Pastors	Operations and Other projects	Total
At 1 January 2020	(782)	10,619	(2,779)	(577)	<b>6,481</b>
Incoming resources	6,825	5,720	1,000	-	<b>13,545</b>
Resources expended	(11,325)	(9,453)	(4,671)	-	<b>(25,449)</b>
<b>At 31 December 2020</b>	<b>(5,282)</b>	<b>6,886</b>	<b>(6,450)</b>	<b>(577)</b>	<b>(5,424)</b>

Incoming resources for the Café include £6,022 from trading activities and £803 from grants and donations.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHRISTIANS TOGETHER IN MISSION  
(CHARITY NUMBER 1135307)**

I report to the trustees on my examination of the accounts for the year ended 31 December 2020 set out on pages 7 to 15.

**Responsibilities and basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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.

**Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 below.

**Independent examiner's statement**

I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

Signed

*Rachel Belshaw*

Date: 13 September 2021

Rachel Belshaw MA ACA CTA

Hill Top Accounting Ltd, Hill Cottage, Church Lane, Ufton Nervet, RG7 4HQ