

Charity Registration number 1156433

POTTER'S PALACE MINISTRIES  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

31 March 2021

**POTTER'S PALACE MINISTRIES**  
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## POTTER'S PALACE MINISTRIES

### REPORT OF THE TRUSTEES

The Trustees present their report and the financial statements for the year ended 31 March 2021.

#### Reference and administrative details

##### Charity Number: 1156433

Principal Address: Potter's Palace Ministries  
5 Marymead Court  
Stevenage  
SG2 8AE

Independent Examiner: Bright Sterling Ltd  
53 Sheen Lane  
LONDON  
SW14 8AB

Bankers: BARCLAYS Bank Plc  
Sudbury Hill Branch  
1221, Sudbury Hill  
GREENFORD ROAD UB6.

Trustees: Pastor Abraham Charles Ebenezer Immanuel  
Mr. Rajanayakam Gunashekar  
Miss. Mary Jenova Norbert Arulthas

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

Potter's Palace Ministries is constituted by a Deed of Trust dated 28 March 2014 and is registered as a charity with Number 1156433.

##### Appointment and retirement of Trustees

Appointment of Trustees is governed by the existing Trustees of the Charity. New Trustees must declare their belief in and allegiance to the statement of Beliefs set out in the Trust Deed.

##### Trustee induction and training

Newly appointed trustees will be from the existing leadership of the Church, either elders or ministry group leaders. New Trustees are furnished with a copy of the Trust Deed and a copy of the Charity Commission's guidance 'The Essential Trustee: What you need to know'.

##### Organisation

The Trustees meet regularly to review the activities of the Church. The Leadership of the Church (which included three of the Trustees) meet monthly and all their meetings are minuted. Day to day activities are controlled by the Church administrator.

##### Risk Management

The Trustees have identified risks and taken steps to mitigate them:

Risks to building and contents are insured. Public liability risks are insured.

A child protection policy is in place including vetting procedures.

The Fire safety risks have been assessed. Detection and fire fighting equipment is maintained to current standards. An evacuation policy is in place with designated responsibilities.

All those involved were offered training during the year.

A member of staff is in charge with health and safety and risk assessing.

## **POTTER'S PALACE MINISTRIES**

### **REPORT OF THE TRUSTEES**

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#### **OBJECTIVES AND ACTIVITIES**

The Church operates from premises Hanger Lane and Watford. Church membership is voluntary and free.

The Aim of the Charity set out in the objects clause of the Trust Deed are:

- a) To advance the Christian Faith, in accordance with the Statement of Beliefs contained in the Trust Deed;
- b) The relief of persons who are in condition of needs, hardship or distress or who are aged or sick;
- c) To promote and fulfil such other charitable purpose as the Trustees may from time to time think fit.

In setting our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and to its supplementary public benefit guidance on the advancement of religion.

The main objectives for the year were to continue to consolidate the work we do to as high a standard as possible; in addition we aim to develop a social action programme involving a number of member; in conjunction with this, we sought to progress the process leading to the appointment of a new senior pastor.

## **POTTER'S PALACE MINISTRIES**

### **REPORT OF THE TRUSTEES**

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#### **INTRODUCTION**

Potter's Palace Ministries Church is a charity organisation, where the broken, hurt, depressed, the frustrated and the confused can find love, acceptance, help, hope, forgiveness, guidance and encouragement. A church where lives are being transformed, marriages are being saved, and love is flowing freely. Our vision and mission is to equip every believer for a significant ministry by helping them to discover the gifts and talents God gave them. We are an intimately connected congregation which reaches out to others - we love our local community and share the good news of Jesus Christ and through many outreach activities, thanks to the efforts of our congregation.

#### **SUNDAY SCHOOL FOR TODDLERS AND YOUNG TEENS**

Young children around the community join together on Sundays and learn good ethical values and morals based on Biblical principles. The teachers encourage and motivate them through various activity sessions on improving their behaviours and teach them social skills. The team works with children who have opened their heart to talk about issues in family, schools, low self esteems, by giving them support through counselling and constant encouragement to build a good future ahead. They learn singing, dancing, small skits and perform in front of the large audience through which they develop self- confidence and independence. We have seen children's quality of life been improved through such work.

The young adults of the church are given opportunity to lead small sessions in Sunday services once in every month to develop their spiritual maturity and talents and to take lead which will give them boldness and good leadership skills for the betterment of their careers. Many youngsters who were depressed due to family struggles and separation are given guidance and support through counselling session. Youngsters who were in the prisons were visited by the church pastors and other members to give them encouragement and help to change their ways. Youngsters who are socially withdrawn are continually supported by youth teams by engaging them in social activities such as home cinema, taking them to places of interests, swimming sessions for relaxation. Many positive results have been seen through this method. The young adults who have issues related to addiction, involved in gang fights and socially neglected and those with family issues are given encouragement and hope through the teaching of Bible.

#### **OTHER ACTIVITIES**

The Church members invite other friends and families for small fellowships during the week days to share Bible studies every Saturdays, cottage meetings on Fridays, and Women's Tuesday fellowships. Early morning prayer-walks are arranged from street to street for the people living in those streets by the prayer team.

Every Sundays we gather as a Church at Watford in the mornings for our prayer fellowship and at Hanger Lane in the evenings. During these services, we all join together in one accord and worship the Living God and spread the good news of Love and Peace to people who are in need. People who are sick come and get healed by the prayers offered and get comfort.

## **POTTER'S PALACE MINISTRIES**

### **REPORT OF THE TRUSTEES**

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#### **OUT REACH**

Potter's palace is a Church that strong believes in equality, strives to bring every communities together and helps needful individuals with our charity works, despite of difference in the ethnicity or religion, one of the ways we do this is through the outreach programmes.

Counselling refugees, travellers, divorced single parents, those with financial difficulties, families that have lost the loved ones are built stronger emotionally.

Support to single mothers with child care, with shopping and other house hold tasks.

Collecting food for food banks.

Collecting clothes for Homeless people/ charity organisations.

Fund raising events to support other charities such as Children's Paleative care (shooting star Hospice).

Giving food, clothing, blankets for homeless people around London especially during winter times.

Visiting elderly people who are alone without a family to support them with their household tasks and Singing Carols for them during Christmas season.

The Outreach Service engages local people with the church in meaningful, sustainable, and innovative ways whilst also working to break down real and perceived barriers.

Reaching the un-churched for Christ, developing a process to turn seekers into saints, turn consumers into contributors, members into ministers. We teach and develop ordinary people who are weak due to their circumstances, share the love and build them stronger to build others whom they meet along their way in

## **POTTER'S PALACE MINISTRIES**

### **REPORT OF THE TRUSTEES**

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#### **ACHIEVEMENTS AND PERFORMANCE**

As a church we have launched many projects for youths around the community involving them in sports activities in which they are shown the love and care conveying Godly love into their lives. Moreover the Church strongly participates in feeding the homeless in certain needful areas around London, not only giving them food and essential materials but on the streets from the bottom of our hearts.

During the Christmas period the Church visits different parts of the community with its deacons, children and members for carol singing. Singing Carols to people's home in the community, the majority being elderly people or those who are broken, some being single parents and others with extreme conditions in life due to illness or disability.

The church visited Shooting Star Chase, a children's Hospice Care where the organisation supports children, young adults, who have life limiting conditions. The visitors are allowed only once a year and we were invited during the visitors day. We went as a church with a group of 15 members to visit the Hospice to show our support for them during their hard times.

We have counselling programmes in place for people that are struggling with addictions and those that are in family problems. This is provided any time on request and has no time barriers as the church offers support for them when its needed.

#### **FINANCIAL REVIEW**

Income for the year is slightly lower than previous year and we are grateful to the membership for their continuing financial support. We have used cash reserves for additional expenses incurred during the year.

#### **INVESTMENT POLICY**

As reasonable money build up in future will deposited on a special savings account.

#### **RESERVE POLICY**

Most of the reserves will be used for future expansion of the objectives of the Church.

## **POTTER'S PALACE MINISTRIES**

### **REPORT OF THE TRUSTEES**

**The Trustees present their report and the financial statements for the year ended 31 March 2021.**

#### **PLANS FOR FUTURE PERIODS**

Potter's Palace Ministries vision is to grow together in Christ and reach out community of all races and backgrounds with God's love to make a lasting difference in their lives.

The church is concentrating to equip for hospital ministries, visiting the hospitals in and around the community. These visits would include authorised invitations to visiting those that are critically ill (children, elderly people, and cancer patients).

The church is aiming to support more young adults visiting their homes with our dedicated youth team to spend time with them and counsel them with prayers and support during their tough times. Our aims also include visiting homeless people more in different areas which we have not reached before, to support them with food, essential materials (winter coats, Shoes) and share the Gospel to them.

We also have agreed as church to support one more charity in the near future as we have done with other charities such as the children's hospice. The support will ideally be a financial support for a charity organisation helping those that are really in need and in life threatening situations.

#### **Statements of the Trustees' responsibilities in relation to the financial statements.**

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the Trustees to prepare the financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that year. In preparing these financial statements the Trustees' required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

prepare the financial statements on the going concern basis 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 enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking steps for the prevention and detection of fraud and other irregularities.

**Approved by the Trustees on 25 March 2021 and signed on their behalf by;**

**Chairman**



## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF POTTER'S PALACE MINISTRIES**

We report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 6 to 8

### **Respective responsibilities of Trustees and examiner.**

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144 of the Charities Act 2011 (the 2011 Act) does not apply, and that an independent examination is needed.

It is our responsibility to examine the accounts under section 145 of the 2011 Act and to state, on the basis of procedures specified in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, whether particular matters have come to our attention.

### **Basis of independent examiner's report**

Our examination was carried out in accordance with the General Directions given by the Charities 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**

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

### **Bright Sterling Ltd**

Chartered Certified Accountants

53 Sheen Lane  
LONDON  
SW14 8AB

25 March 2021

**POTTER'S PALACE MINISTRIES**

**STATEMENT OF FINANCIAL ACTIVITIES**

**for the year ended 31 March 2021**

	<b>2,021</b> <b>£</b>	<b>2,020</b> <b>£</b>
<b>INCOMING RESOURCES</b>		
Gift aid and tax recoverables	33,661	19,402
Offerings	-	9,265
Other income - HMRC JRS Grant	10,611	-
	<u>44,272</u>	<u>28,667</u>
 <b>RESOURCES EXPENDED</b>		
Accountancy fees	1,440	1,440
Advertising & PR	-	330
Wages and salaries	13,012	16,000
Motor expenses	-	-
Printing, stationery and postage	208	44
Employer pension	203	296
Bank charges	-	4
Hall hire	2,892	7,639
Depreciation	413	516
Radio Ministries	-	50
Other expenses	1,968	1,796
<b>Total resources expended</b>	<u>20,136</u>	<u>28,115</u>
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>	 24,136	 552
Funds brought forward	14,738	14,186
<b>Funds carried forward</b>	<u><b>38,874</b></u>	<u><b>14,738</b></u>

**POTTER'S PALACE MINISTRIES**

**BALANCE SHEET**

**as at 31 March 2021**

	<b>Notes</b>	<b>2,021 £</b>	<b>2,020 £</b>
<b>FIXED ASSETS</b>			
Equipment, machinery and motor vehicles	1	1,651	2,064
<b>CURRENT ASSETS</b>			
Bank/building society balances		30,130	5,596
Cash in hand		-	-
Other current assets and prepayments		9,005	9,005
		<u>39,135</u>	<u>14,601</u>
<b>LESS CURRENT LIABILITIES</b>			
Accrued charges		<u>1,912</u>	<u>1,927</u>
<b>NET CURRENT ASSETS</b>		37,223	12,674
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>38,874</u>	<u>14,738</u>
<b>FUNDS</b>			
Net income/(loss)		24,136	552
Unrestricted Funds		<u>14,738</u>	<u>14,186</u>
		<u>38,874</u>	<u>14,738</u>

**Approved by the Trustees on 25 March 2021 and signed on their behalf by;**

**Chairman**

**POTTER'S PALACE MINISTRIES**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2021**

**1 Equipment, machinery and motor vehicles**

	<b>Plant and machinery £</b>	<b>Motor vehicles £</b>	<b>Spare £</b>	<b>Total £</b>
<b>Cost</b>				
At 31 March 2020	5,803	-	-	5,803
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2021	<u>5,803</u>	<u>-</u>	<u>-</u>	<u>5,803</u>
<b>Depreciation</b>				
At 31 March 2020	3,739	-	-	3,739
Charge for the year	413	-	-	413
On disposals	-	-	-	-
At 31 March 2021	<u>4,152</u>	<u>-</u>	<u>-</u>	<u>4,152</u>
<b>Net book value</b>				
At 31 March 2021	<u>1,651</u>	<u>-</u>	<u>-</u>	<u>1,651</u>
At 31 March 2020	<u>2,064</u>	<u>-</u>	<u>-</u>	<u>2,064</u>

## **POTTER'S PALACE MINISTRIES**

### **Notes to the Financial Statements for the year ended 31 March 2021**

#### **1 Accounting policies**

##### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention and include the results of the Charity's operations which are described in the Trustees' report. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP 2005) - Accounting and Reporting by Charities issued in March 2005 United Kingdom Accounting Standards.

##### **1.2 Incoming resources**

Voluntary income and donations are included in incoming resources when they are receivables, except when the donors specify that they must be used in future accounting periods or donors' conditions have not been fulfilled, then the income is deferred.

##### **1.3 Resources expended**

Resources expended are included in the Statement of Financial Activities on an accrual basis.

##### **1.4 Tangible fixed assets**

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives as follows;

Motor Vehicle	20% reducing balance
Equipments	20% reducing balance

##### **1.5 Classification of expenditure**

Expenditure on charitable activities includes the direct and support costs together with depreciation of related assets.

##### **1.6 Value added tax**

Value added tax is not recoverable by the Charity and as such is included in the relevant costs in the Statement of Financial Activities.