

**YOUTH WITH MISSION URBAN KEY LONDON**

Registered Charitable Incorporated Organisation No. 1168311

**Trustees' Report and Financial Statements**

For the year ended 31 August 2020

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Independent Examiners  
18 Belmont Road, Chesham, Bucks HP5 2EL  
(Registered Charitable Incorporated Organisation)

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## **YOUTH WITH MISSION URBAN KEY LONDON**

# **REPORT OF THE TRUSTEES For the Year Ending 31 August 2020**

The trustees present their annual report and financial statements for the Year 1 September 2019 to 31 August 2020. The trustees are also the directors of the organisation and this trustees' annual report therefore contain the information required for a directors' report under company law.

### **Summary**

The trustees are pleased to report a successful year for Youth with A Mission Urban Key London (YWAM Urban Key) despite the global pandemic. The highlights are:

1. We offer a wide range of programmes including DTS (Discipleship Training School), LMD (Leadership & Ministry Development School), FCM (Foundations of Counselling Ministries, BCC (Bible Core Course), SDF/SAS (School of Digital Filmmaking and School of Acting for the Screen), and SBCW (School of Biblical Christian Worldview), which are all aimed at developing Christian faith and character, enabling participants in being stronger and more effective followers of Christ every day of their lives. However, restrictions imposed by the global pandemic resulted in a decrease in applicants thus only 25 students participated over the course of the year.
2. We currently have a team of 44 staff that are serving in 3 operating locations within YWAM Urban Key.
3. Over the years, we have been helping people in our local community by weekly outreaches with free haircuts, manicures and face painting for children; a homeless drop-in through which our volunteers have been preparing and serving food; and partnering with other local churches and organizations to meet a variety of needs including food distribution, counselling, and a drop-in café outreach. From March to September 2020, we were unable to continue facilitating most of our activities for the local community in the same ways we had been in the past. We continued to receive and give away donations to local families and individuals in need, but many of our more contact-oriented activities were placed on hold.

### **1. Aims and Purpose**

YWAM Urban Key has been established for the advancement of the Evangelical Christian Faith worldwide as set out in its Memorandum and Articles of Association.

## **REPORT OF THE TRUSTEES (contd.)**

### **For the Year Ending 31 August 2020**

#### **2. Objectives and Activities**

YWAM Urban Key objectives and activities to achieve its purpose are as follows:

**Training:** to effectively train youths and others for involvement in missionary work, community development, and Christian witness in the UK and overseas. It will do this by providing Christian training via 3 to 6 months programmes to increase knowledge, develop practical skills, and grow strong Christian character. Youth with a Mission aims to equip people for missional ministry through personal experience and hands-on learning.

**Supporting Communities:** to identify missional needs in Harlesden, Willesden and surrounding communities, and to strategically invest in individuals, teams, and resources to help meet those needs.

It will do this through:

- conversations and contact with the people of northwest London. We recognise a need in regard to personal lives filled with addictions, as well as isolation and loneliness in the midst of the capital.
- supporting local families through intentional time together by creating an environment for families to be equipped, encouraged, and empowered to grow together in their relationships with God, with one another, and with others.
- recognizing the need of young people to learn more about Christianity and its tenets for living, and partnering with local church and organisations to run after school clubs to build relationships with children and youth.

**Pioneering YWAM Locations/Ministries:** to encourage individuals and teams to plant in new locations and/or ministry presences in London and other cities throughout England, committing to aid them in their endeavours through training, sharing resources, and offering relational and social support.

**Supporting Overseas Work:** to form, support, and partner with missional communities; to create projects and institutions to address areas of social need in other nations with the aim of advancing the evangelical Christian faith worldwide. YWAM Urban Key sends individuals and teams on short-term outreach to work alongside our mission partners in other nations.

## **REPORT OF THE TRUSTEES (contd.)**

### **For the Year Ending 31 August 2020**

#### **3. Public Benefit**

The trustees confirm that the Charity has complied with its duty under section 4 of the 2011 Charities Act and has had due regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's objectives and activities. In particular, the trustees have considered how planned activities will contribute to the aims and objectives we have set.

#### **4. Achievements and Performance**

##### **Training**

The Discipleship Training School (DTS), which is YWAM's foundational course, consists of two parts over a span of five months: the three-month lecture phase, where trainees learn more about God and His world through lectures, community living and practical training; and the two-month outreach phase, which focuses on applying what was learned in the classroom through a cross-cultural field placement. This year, 10 people attended our Discipleship Training Schools with field placements in the United Kingdom, Spain, and South Africa.

YWAM Urban Key offers specialized courses in missions, for example, Biblical studies, Humanities and Justice Issues, Biblical Counselling, Film and Acting courses, and Leadership Development. During this year, 4 individuals completed a second-level Basic Leadership School and 11 students completed the School of Digital Filmmaking and School of Acting for the Screen. Other training programmes we offer included the School of Biblical Christian Worldview, Bible Core Course, Foundations of Counselling Ministries, but these were cancelled due to the health and safety risks and travel restrictions caused by the pandemic.

We partnered with local churches to host a wide variety of conferences and training seminars throughout the year. We also hosted a four-day Summer of Missions event in Bournemouth, UK, which was attended by 20 individuals.

We send individuals and groups on short-term international mission trips, working in a variety of areas and ministries. In relation to our training programmes, we sent teams to three different nations this last year before the pandemic struck: United Kingdom, Spain, and South Africa. The type and focus of the work differed by team and nation, and included a variety of ministries such as teaching seminars, running programmes for children and youth, working with sports

programmes, doing evangelism and Bible teaching, serving local churches and missionaries, and volunteering in schools, orphanages and refugee camps.

We also facilitate a yearly Expedition named Rising Son, which is a one-month hiking retreat for young men seeking to have a deeper relationship with God. The event aims to transmit vision and hearing what God is saying to men. This past year's trip was unfortunately cancelled, again due to the pandemic.

### **Supporting Communities**

As previously mentioned, many of our activities and events needed to be postponed, cancelled, or restructured this year due to the different restrictions for COVID-19. A majority, if not all of our activities are highly relational and involve different levels of social and physical contact, which meant that most activities were not able to continue. In addition to this, we also regularly partner with other organisations like Ashford Place or the Salvation Army Harlesden, which also closed their doors for several months this year.

However, even with the restrictions in mind, we did continue a weekly food distribution project in our local community in Willesden and Harlesden. During this time, we have given away fruits and vegetables to at least 5 - 40 families a week depending on how much we have received from Esther Community Project.

### **Pioneering YWAM Locations**

YWAM Urban Key has been supporting our urban-based programme in Nottingham. During this year, activities of our extended staff included:

- Networking and connecting with different local churches in the area, monthly intercession and worship with the local churches, hosting YWAM and Wildfire teams, supporting the CALL of the WILD summer initiative for University Students, opening a food truck, and donating around 500 meals a week for the local community.

## **5. Financial Review**

Though this was a more difficult year financially due to the pandemic including a decrease in participants and financial support, the trustees are still pleased to report a successful year with an income of £296,221 (2019: £369,252) and expenditure of £313,091 (2019:£338,010) carrying forward £97,495 in general funds into the new financial year.

## **REPORT OF THE TRUSTEES (contd.)**

### **For the Year Ending 31 August 2020**

#### **Reserves Policy**

The trustees have established a policy whereby the unrestricted funds held by the Charity should be kept to a minimum, but sufficient to provide working capital of three months' expenditure. This is in line with the spirit and ethos of the founding purposes of the Charity. At the moment we are aware of the need to build our reserve account but are primarily committed to faithfully paying monthly expenses.

#### **Plans Envisaged**

Café – We would like to open a café in the future to serve the community with counselling, food banks and drop-ins, arts and performance spaces for workshops, and training for adults. Our aim is to provide low-cost quality food and beverages to bring together the local community and to create a space in which families, young people, and professionals could find a sense of belonging in London.

#### **6. Structure, Governance, and Management**

The organisation achieved its Charitable Incorporation on 12 July 2015. Its Memorandum of Association sets out its objects and powers and it is governed by its Articles of Association.

The governing body of the Charity is the Board of Trustees. The trustees are also the directors for the purposes of Companies Acts.

#### **Recruitment, appointment and ongoing training of trustees**

As the Charity is of a very relational nature, new trustees have traditionally been recruited through the extensive network of the current trustees and the leadership in the charity to meet the needs of the charity in different fields of expertise. Each new trustee is given a personal induction programme, including a notebook outlining the responsibilities of a trustee, a meeting with the chairman and a time to meet the other trustees to ask questions. All trustees also receive additional ongoing training through charity sector updates, and they are invited to charity sector seminars. The trustees may appoint any member to become a trustee provided the prescribed maximum is not exceeded. Any trustee appointed in this way is required to retire and be formally elected at the next annual general meeting. They would be eligible for re-election by the members. Under the Articles of Association, one third of the trustees must retire at the AGM, although they are eligible for re-election every three years.

## **REPORT OF THE TRUSTEES (contd.)**

### **For the Year Ending 31 August 2020**

#### **Governance**

The Board of Trustees are responsible for the property and financial monitoring and approving the strategy and vision of the Charity and ensuring the strategy is being implemented. It receives reports on all aspects of the work and meets formally two to four times a year. It delegates the main day to day decisions to the Executive leaders. The trustees also liaise with Youth with A Mission leadership both nationally and internationally to ensure that the values and vision of YWAM internationally are being applied.

#### **Statement of Trustees' responsibilities**

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the net income or expenditure, for the year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments 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
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006 and the Statement of Recommended Practice (SORP 2015) applicable to charities preparing their accounts in accordance with Financial Reporting Statement FRS102 published in September 2015. They are also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Risk Management**

At least twice a year, reviews of the types of risks the Charity faces are conducted. The potential impact and likelihood of occurrence and means of mitigating the risks are identified. The Board will receive an updated risk register twice a year to review and analyse, or as soon as a potential significant risk is identified. One of the major risks identified is to improve our budgetary control and financial reporting.

**REPORT OF THE TRUSTEES (contd.)  
For the Year Ending 31 August 2020**

The trustees have set policies on risk and internal controls to minimize the potential risks to the Charity. Through the risk management process, the trustees are satisfied that the major risks have been identified and have been adequately mitigated where possible. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

**Volunteers**

The Charity relies entirely on the contributions of unpaid volunteers to carry out its activities but placing a monetary value on their contribution is impractical and cannot be measured reliably for accounting purposes. Therefore, this contribution is not included in the Charity's accounts. Volunteers are engaged in all aspects of the Charity's activities including senior management and training roles. Such volunteers, as is usual in missionary organisations, often receive support from their own sponsors and other supporters or have other sources of income including from self-employed activities.

The Charity has several rental residential accommodations which is used primarily for residential training and gathering purposes, and for missionaries and teams working in the local community. It is also used as housing for many of the volunteers. Contributions are received in respect of all such use, which is included in the accounts as 'staff fees'.

**REPORT OF THE TRUSTEES (contd.)**  
**For the Year Ending 31 August 2020**

Trustees:	Jose Maria Liste	Chairman
	Jose Luis Galarza	
	Dale Lambert	
	Robin Plummer	
Executive Leaders:	Jose Maria Liste	
Principal Office:	13 Station Road, London NW10	
	4UJ	
Independent Examiner:	Denise Isaacs	
	Fellow of the Association of	
	Chartered and Certified	
	Accountants Independent	
	Examiners	
	18 Belmont Road, Chesham,	
	Bucks HP2 5EL	
Bank:	Youth With A Mission Urban	
	Key London NatWest, Park	
	Royal 50-41-20 47090952	

## **YOUTH WITH MISSION URBAN KEY LONDON**

### **Report of the Independent Examiner to the Trustees**

We report on the accounts of the Charity for the year to 31 August 2020, which are set out on pages 12 to 16.

### **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(2) of the Charities Act 2013 (the 2013 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2013 Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2013 Act: and
- to state whether matters have come to my attention.

### **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**

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 2013 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2013 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.

**Denise Isaacs FCCA**  
**Asaph Solutions Limited**  
**18 Belmont Road**  
**Chesham**  
**Bucks**  
**HP5 2EL**

**Statement of Financial Activities**  
**Including Income and Expenditure Account**  
**For the year ended 31 August 2020**

		<b>2020</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
	<b>Note</b>		
<b>Incoming resources:</b>	<b>2</b>		
Incoming resources from generated activities:			
Voluntary Income		225,196	315,459
Other income		71,025	53,793
<b>TOTAL INCOMING RESOURCES</b>		<u>296,221</u>	<u>369,252</u>
 <b>Resources expended:</b>			
Charitable activities	<b>3</b>	312,191	336,910
Governance costs	<b>4</b>	900	1,100
<b>TOTAL RESOURCES EXPENDED</b>		<u>313,091</u>	<u>338,010</u>
 Net incoming/ (outgoing) resources		(16,871)	31,242
 Brought forward		114,365	83,123
 <b>FUNDS CARRIED FORWARD</b>		<u>97,495</u>	<u>114,365</u>

# YOUTH WITH MISSION URBAN KEY LONDON

## Balance Sheet As at 31 August 2020

		2020 £	2019 £
	Note		
<b>Current assets</b>			
Debtors	6	43,704	70,273
Cash at bank and in hand		37,140	30,137
		<hr/>	<hr/>
		80,844	100,410
<b>Creditors: Amounts falling due within one year</b>	7		
Accruals		(900)	(1,100)
Other creditors		(2,756)	0
		<hr/>	<hr/>
		77,188	99,310
<b>Creditors: Amounts falling due after one year</b>		-	-
		<hr/>	<hr/>
		77,188	99,310
		<hr/>	<hr/>
<b>Reserves:</b>			
General funds		31,242	68,068
Gains(loss) for the year		45,946	31,242
		<hr/>	<hr/>
		77,188	99,310
		<hr/>	<hr/>

## **Notes to the Financial Statements For the year ended 31 August 2020**

### **1. ACCOUNTING POLICIES**

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention, the Charities Act 2011, the Statement of Recommended Practice (SORP) Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

#### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

#### **Incoming Resources**

Tithes and offerings are included in the Statement of Financial Activities (SOFA) when received. Other donations receivable is included when the charity becomes entitled to the funds, when the Trustees are reasonably certain that they will receive it and the value can be measured reliably. Voluntary income received by way of donations and gifts (non-exchange transactions) is included in full in the Statement of Financial Activities (SOFA) when receivable and the SORP criteria has been met i.e. there is entitlement; its monetary value can be measured reliably and there is sufficient certainty of receipt. The value of services provided by volunteers, in the absence of a reliable measurement basis, has not been included.

Fee income relating to a contract for goods and services is recognised in full in the Statement of Financial Activities in the year in which there is entitlement and it is receivable. Incoming resources from the sale of books, tapes and videos is included when receivable.

Gifts in kind are recognised as income on receipt of the goods or services and are valued at their fair value unless it is impractical to measure this reliably. If it is impractical to measure the value of goods donated for resale they will be recognized as income when they are sold.

Legacy income is regarded as receivable when the Charity is legally entitled to it, its receipt is probable, and the amount can be measured with sufficient reliability.

#### **Expenditure**

Charitable activities include expenditure associated with the charitable activities of the charity and include both the direct costs and support costs, including governance costs, relating to these activities.

Governance costs are included in support costs, and are those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

All expenditure is accounted for on an accruals basis.

# YOUTH WITH MISSION URBAN KEY LONDON

## Notes to the Financial Statements For the year ended 31 August 2020

	2020 £	2019 £
<b>2 INCOMING RESOURCES</b>		
DTS	40,880	109,945
Less: Discounts	(347)	(656)
Hospitality	7,497	7,979
LMD	6,400	12,290
Park Avenue Staff	86,063	61,905
Station Road Staff	65,336	85,200
Seminar	2,385	5,142
Other income	13,547	53,793
FCM	50	18,450
Ministry gift	26,865	15,205
Forge	20,152	-
Film School	24,362	-
Interest	13	-
Refunds	3,018	-
	<u>296,221</u>	<u>369,252</u>
<b>3 NET OUTGOING RESOURCES</b>		
Foreign outreach	9,855	9,114
UK outreach	1,104	8,080
Teaching ministry	2,437	13,219
Rent, rates and utilities	165,463	165,899
Light & Heat	17,302	16,143
Insurance	10,154	9,296
Sundries	-	997
Printing, postage and stationery	154	135
Gifts and donations	4,529	7,437
Bank charges	4,739	1,429
Events expenses	-	1,666
Motor expenses	5,460	12,167
Advertising	552	1,027
Cleaning	842	1,496
Repairs and Maintenance	9,156	15,681
School expenses	7,629	2,748
Travelling and subsistence	6,457	16,054
Accommodation	-	12,732
General administrative expenses	3,980	11,522
Hall hire	800	1,800
Meals	26,372	27,365
Hospitality	2,353	903
Forge	20,930	-
CIJR	2,385	-
Phone	2,357	-
Ministry expenses	5,131	-
Evangelism	450	-
COS payments	1,446	-
Professional services	254	-
	<u>312,291</u>	<u>336,910</u>
<b>Governance costs</b>		
Accountancy	900	1,100
	<u>900</u>	<u>1,100</u>

**Notes to the Financial Statements**  
**For the year ended 31 August 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>4 GOVERNANCE COSTS</b>		
Accountancy fees	<b>900</b>	<b>1,100</b>
<b>5 TAXATION</b>		
The church is a registered charity and as such no taxation has been provided for in these accounts.		
<b>6 DEBTORS</b>		
Debtors - Fees receivable	<b>43,704</b>	<b>70,273</b>
<b>7 CREDITORS:</b> Amounts falling due within one year		
Accruals	900	1,100
Other creditors	2,756	-
	<b>3,656</b>	<b>1,100</b>