

Registered number: CE012403
Charity number: 1176479

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
(A Charitable Incorporated Organization)

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH

(A Charitable Incorporated Organization)

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THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH

(A Charitable Incorporated Organization)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CIO, ITS TRUSTEES AND ADVISERS FOR THE PERIOD ENDED 31 MARCH 2022

| | |
|----------------------------------|--|
| Trustees | Paul Boddy (Chair) – Resigned 19 th November 2021 Alan Taylor (Chair) – Appointed 19 th November 2021 Michael Cant Basil Choudhry Peter Nash |
| Company registered number | CE012803 |
| Charity registered number | 1176479 |
| Registered office | Potters House Church 36 Paddock Street Norwich NR2 4TW |
| Solicitors | Clapham & Collinge LLP St Catherine's House All Saints Green Norwich NR1 3GA |

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH

(A Charitable Incorporated Organization)

TRUSTEES' REPORT FOR THE PERIOD ENDED 31 MARCH 2022

The Trustees present their report along with the financial statements of the charity for the period 1 April 2021 to 31 March 2022. The financial statements have been prepared in accordance with the accounting policies set out on pages 4 to 12 and comply with the Charity's Constitution and applicable law.

Structure, Governance and Management

The Church registered as a Charitable Incorporated Organisation on 2 January 2018 and its objects are to promote the Christian faith. For the furtherance of this aim regular activities are carried out and invitations given out to the public. Appointment of the trustees is governed by the Constitution of the Charity. The current board of trustees constitutes four members. Details of the trustees who have served during the period are given on page 1. The Church's Pastor is ex officio the chair of trustees. He is also responsible for the day to day operation of the charity and manages the staff of the charity on behalf of the board. Finance is raised from the congregation's contributions and Gift Aid.

The board of trustees is authorised to appoint new trustees to fill vacancies through resignation or death of an existing trustee until the following AGM, whereupon congregational members will be invited to confirm the new trustee by vote. Other than the Church's Pastor, trustees are appointed to two-year terms, and may serve for a maximum of six consecutive years. The trustees retain the collective responsibility for major financial decisions and investments and board meetings are held monthly.

Change in leadership

Paul Boddy has been Pastor of the Church since 2010, ex officio the chair of trustees. Unfortunately, due to a period of ill health Pastor Boddy resigned from his role effective 19th November 2021. Alan Taylor, being duly licenced by the Potters House UK Pastors' Executive, was appointed as Pastor, ex officio the chair of trustees, on the 19th November 2021. With the change in leadership the strategic vision and direction for the Charity remains unchanged.

Objectives and Activities

The trustees have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. As a result of our faith, we willingly and consistently reach out to welcome visitors to our church. We enable ordinary people to live out their faith as part of our fellowship through worship and prayer, learning about the Gospel and developing their knowledge and trust in Jesus and the challenge to live for God and be obedient to His will for their lives.

As a Christian organisation, our aim is to promote the Gospel of Jesus Christ firstly in our local community and the surrounding areas, by church planting and supporting missionary work. We aim to make a positive contribution in our local community by inviting the general public to concert scenes, drama productions, church services, prayer for the sick and youth/children's work. All these activities are in conjunction with our regular church services. All organised activities and events are of a non-profit basis and are funded by the Church through offerings and donations. Concerts and drama productions are free of charge and are paid for by the congregation's contributions.

Regular church services are held at Potters House Church, 36 Paddock Street, Norwich, NR2 4TW on Wednesday nights and Sunday mornings and evenings.

Sunday school classes are held on Sunday mornings, and Children's Church services on Sunday evenings aim to reach out to local families, catering for ages 4-12. We have a nursery available from birth to 3 which enables parents to take part in every service knowing that their small children are well cared for. A number of young adults and teenagers within the congregation have active roles in all these ministries. DBS checks have been carried out on those working with children, and we maintain a safeguarding policy.

The Church actively seeks to support marriages and has invested in both literature and finances to this purpose, as well as through organising 3-day marriage seminars. These have been very popular and are well attended. The seminars have also been attended by couples who do not attend our church regularly.

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH

(A Charitable Incorporated Organization)

TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2022

Covid19 Impact

This financial year the Church was not required to close due to any Covid19 restrictions, however, the pandemic did continue to cause disruption. For the first half of the financial year due to social distancing some of the congregation were unable to attend in-person services. However, by the second half of the financial year we had largely been able to return to normal operations.

Paddock Street

After 16 years at 109-113 Dereham Road during the previous financial year the trustees concluded the search for a new church building. The trustees were looking to find a building that continued to be in a central location, yet would have capacity for long-term expansion and flexibility. From July 2020 we began renovating the building. By the start of this financial year we had already completed the refurbishment of the café area, nurseries, downstairs auditorium, Sunday school rooms and offices. This meant that the focus for this financial year was completing the upstairs of the building. The main upstairs auditorium was largely completed by July 2021, in time for us to house our annual Harvesters Homecoming event. The event saw 280 attend and was our largest post-Covid event. Renovations were complete in September 2021, with the Church being able to make full use of the entire building.

116 Stevenson Road

The Church acquired a small community centre, 116 Stevenson Road, at auction in January 2018. It was intended to be a long-term property investment for the Church with the original vision for the building to be a hub for outreach into the Larkman Estate. After several years of outreach activity, momentum stalled during the pandemic. With the Church undertaking the major expansion of our city-centre operations by moving into the Paddock Street building, it was not sustainable for us to continue to operate from two locations. During the Financial Year we were able to secure a tenant for 116 Stevenson Road on a five year lease. This allows the property to be income generative and for us to dedicated into growing attendance at Paddock Street.

Achievements and Performance

We host the annual UK Potter's House Children's Workers Conference which focuses on training and developing the ministry of the volunteers who work with children and young people in Sunday School/Children's Church/youth work. As well as attendees from the UK fellowship, we have had attendees from overseas churches. This conference is free of charge and is paid for from members' contributions, who also make their homes available for accommodation.

We currently have 'daughter' churches in Bury St Edmunds, Doncaster, Erdington, Glasgow, Leicester, Middlesbrough, Newcastle and Portsmouth. The pastoral couples in these churches were trained within our church. We also have 'granddaughter' churches in Ipswich, Peterborough, Rugby, Solihull and Walsall. We have a pastoral couple acting as missionaries in Stockholm, Sweden. These churches are supported financially and spiritually by the Norwich congregation. These churches are invited each July to attend an annual Harvesters Homecoming.

Plans for 2022/23

The final major construction project at Paddock Street is to secure a long-term solution for the roof. The trustees understood from the initial pre-lease site survey that the roof was in a poor state, however, now having spent a winter using the upstairs auditorium it is clear that the roof will require substantial work. We are in negotiation with the landlord to formulate a long-term solution.

The trustees will continue to invest funds in planting churches and regular revivals and outreaches. Plans for 2022/23 include further expression in both national and world evangelism. We envision continuing to church planting locally, regionally and internationally including continued missionary support in line with our objectives.

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH

(A Charitable Incorporated Organization)

TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2022

Financial Review

The trustees consider that the stability of the church and the finances received have been satisfactory. The Church continues to benefit from the generosity and support of its congregation through their giving. Giving has continued, despite the pandemic, to be buoyant. Additionally, this financial year we have benefited from several Covid19 related grants and rental income from the 116 Stevenson Road property.

The trustees are happy with the level of income and the commitment of its congregation through their regular donations, which is boosted by the Gift Aid scheme.

In the previous financial year there was disruption to our normal finances due to Covid19 preventing our ordinary programme of events and the major renovation works on our new Paddock Street building. During this financial year we continued to experience higher than normal building works costs as we completed the upstairs of Paddock Street. Additionally, during the financial year we had higher payroll costs covering the transition between pastors. However, despite the additional expenditure, the Church was able to return to an in-year income/expenditure surplus this financial year.

We once again returned to an in-year surplus. With the large-scale renovation work now complete, the trustees anticipate that next financial year the Church's finances will return completely to their long-term/typical pattern, with substantially lower payroll and building works costs.

Investment Powers

The Constitution authorises the trustees to make and hold investments using general funds of the charity. No such investments are presently held.

Reserves Policy

The Charity's policy is to maintain sufficient unrestricted funds to cover the next month's expenditure. Reserves are maintained in a separate bank account to operating accounts. This requirement has been met throughout this financial year.

Approved by order of the members of the Board of Trustees and signed on its behalf by:

.....
Alan Taylor

Chair of Trustees

Date: 10th January 2023

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH

(A Charitable Incorporated Organization)

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE PERIOD ENDED 31 MARCH 2022

The trustees (who are also the directors of the CIO for the purposes of company law) are responsible for preparing the Trustees' Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial period. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the CIO and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the CIO will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the CIO's transactions and disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of trustees and signed on its behalf by:

.....
Alan Taylor

Chair of Trustees

Date: 10th January 2023

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH

(A Charitable Incorporated Organization)

INDEPENDENT EXAMINER'S REPORT FOR THE PERIOD ENDED 31 MARCH 2022

Independent Examiner's Report to the trustees of The Potters House Christian Fellowship UK Norwich Church ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the period ended 31 March 2022.

Responsibilities and Basis of Report

As the Trustees of the CIO (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the accounts of the CIO are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the CIO's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the CIO as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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.

This report is made solely to the CIO's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the CIO's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the CIO and the CIO's trustees as a body, for my work or for this report.

Signed: *R Saeed*

Date: 5 January 2023

Mr.R Saeed BSc MA ACCA

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
(A Charitable Incorporated Organisation)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE PERIOD ENDED 31 MARCH 2022

| | Note | Restricted Funds Period 31 March 2022 £ | Unrestricted Funds Period 31 March 2022 £ | Total Funds Period 31 March 2022 £ | Total Funds Period 31 March 2021 £ |
|------------------------------------|------|--|--|--|--|
| Income from | | | | | |
| Donation and Legacies | 3 | 80,338 | 347,760 | 428,098 | 396,764 |
| Investments | | - | 26 | 26 | - |
| Grant Income | | - | 28,782 | 28,782 | - |
| Rental / Trading Income | | - | 9,978 | 9,978 | - |
| Total income | | 80,338 | 347,786 | 466,884 | 396,764 |
| Expenditure on: | | | | | |
| Charitable activities | | 137,227 | 268,099 | 405,326 | 443,034 |
| Total expenditure | | 137,227 | 268,099 | 405,326 | 443,034 |
| Net (expenditure)/income | | (56,888) | 79,686 | 61,558 | (46,270) |
| Transfer between funds | 12 | 43,895 | (43,895) | - | - |
| Net movement in funds | | (12,993) | 35,791 | 61,558 | (46,270) |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | - | 33,593 | 33,593 | 55,915 |
| Total funds carried forward | | - | 69,384 | 69,384 | 9,645 |

The Statement of Financial Activities includes all gains and losses recognised in the period.

The notes on pages 10 to 19 form part of these financial statements

BALANCE SHEET
AS AT 31 MARCH 2022

| | Note | 2022 £ | 2021 £ |
|---|------|----------------|----------------|
| Fixed assets | | | |
| Tangible assets | 8 | 245,354 | 233,016 |
| | | <u>245,354</u> | <u>233,016</u> |
| Current assets | | | |
| Debtors | 9 | - | - |
| Cash at bank and in hand | | 69,384 | 55,512 |
| | | <u>69,384</u> | <u>55,512</u> |
| Creditors: amounts falling due within one year | 10 | (22,800) | (51,882) |
| | | <u>46,584</u> | <u>3,630</u> |
| Net current assets | | <u>46,584</u> | <u>3,630</u> |
| Total assets less current liabilities | | <u>291,938</u> | <u>236,645</u> |
| Creditors: amounts falling due after more than one year | 11 | (211,849) | (227,000) |
| | | <u>80,089</u> | <u>9,645</u> |
| Total net assets | | <u>80,089</u> | <u>9,645</u> |
| Charity funds | | | |
| Restricted funds | 12 | - | 17,371 |
| Unrestricted funds | 12 | 69,384 | (7,726) |
| | | <u>69,384</u> | <u>9,645</u> |
| Total funds | | <u>69,384</u> | <u>9,645</u> |

The CIO was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the charity to obtain an audit for the period in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respects to accounting records and preparation of financials statements.

The financial statements have been prepared in accordance with the provisions applicable to CIOs.

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
(A Charitable Incorporated Organisation)
REGISTERED NUMBER: CE012803

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2022

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

.....
Alan Taylor, Chair of Trustees

Date: 10 January 2023

The notes on pages 10 to 19 form part of these financial statements.

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

1. General information

The Potters House Christian Fellowship UK Norwich Church is a Charitable Incorporated Organisation ("CIO") registered with The Charity Commission for England and Wales. The principal activities are those of a pentecostal church.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Potters House Christian Fellowship UK Norwich Church 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.

2.2 Income

All income is recognised once the CIO has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement before income is received, the income is accrued.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the CIO's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the CIO; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.5 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

| | | |
|-----------------------|---|-----|
| Freehold property | - | 2% |
| Motor vehicles | - | 25% |
| Fixtures and fittings | - | 25% |

2.6 Cash at bank and in hand

Cash at bank and 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.

2.7 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the CIO anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.8 Financial instruments

The CIO only has financial assets and financial liabilities of a kind that qualify as basic 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.

2.9 Pensions

The CIO operates a defined contribution pension scheme and the pension charge represents the amounts payable by the CIO to the fund in respect of the period.

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees for the furtherance of the general objectives of the CIO which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the CIO for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

3. Income from donations and legacies

| | Restricted Funds | Unrestricted | Total | Total |
|----------|-------------------------|---------------------|----------------------|----------------------|
| | Period | Funds Period | Funds | Funds |
| | 31 March | 31 March | Period | Period |
| | 2022 | 2022 | 31 March 2022 | 31 March 2021 |
| | £ | £ | £ | £ |
| Donation | 80,338 | 347,760 | 428,098 | 396,764 |
| | <u>80,338</u> | <u>347,760</u> | <u>428,098</u> | <u>396,764</u> |

4. Analysis of expenditure by activities

| | Activities | Support | Total | Total |
|------------------|------------------------|-----------------|----------------------|----------------------|
| | undertaken | cost | Funds | Funds |
| | directly Period | Period | Period | Period |
| | 31 March 2022 | 31 March | 31 March 2022 | 31 March 2021 |
| | £ | £ | £ | £ |
| General ministry | 285,373 | 59,699 | 345,072 | 250,534 |
| Building works | 60,254 | - | 60,254 | 192,500 |
| | <u>345,627</u> | <u>59,699</u> | <u>405,326</u> | <u>443,034</u> |

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

4. Analysis of expenditure by activities (continued)
Analysis of direct costs

| | Period March 31 2022 £ | Total funds Period March 31 2021 £ |
|-------------------------------|---------------------------------|---|
| Building - Maintenance/Works | 60,254 | - |
| Building - Running Costs | 69,806 | 168,866 |
| Conference and seminars | 3,611 | 6,055 |
| Equipment | 14,222 | 5,176 |
| Fellowship tithe | 25,400 | 19,539 |
| Harvesters homecoming | 10,101 | 2,432 |
| Local outreach | 2,599 | 1,590 |
| New church support | 21,135 | 8,537 |
| Parsonage | 23,011 | 18,208 |
| Revival | 5,414 | 845 |
| Staff costs | 58,848 | 76,830 |
| Sunday school and youth group | 217 | - |
| Travel and impact teams | 11,234 | 6,819 |
| Visiting speakers | 15,575 | 12,795 |
| World evangelism | 22,867 | 53,881 |
| Other | 1,334 | 2,686 |
| | <u>345,627</u> | <u>384,259</u> |

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

4 Analysis of expenditure by activities (continued)

Analysis of support costs

| | Total funds Period March 31 2022 £ | Total funds Period March 31 2021 £ |
|---|---|---|
| Bank Charges | 1,301 | - |
| Books and periodicals | 698 | 1,040 |
| Depreciation | 27,025 | 25,813 |
| Equipment | 332 | 1,029 |
| Governance costs | 4,229 | 15,958 |
| Hospitality | 5,986 | 1,918 |
| Motor running | 5,031 | 1,728 |
| Self-employed contractors (cleaners & evangelist) | 11,779 | 5,719 |
| Telephone and broadband | 1,915 | 2,864 |
| Other | 1,402 | 2,706 |
| | <u>59,699</u> | <u>58,775</u> |

5 Independent examiner's remuneration

| | Period 31-Mar 2022 £ | Period 31-Mar 2021 £ |
|---|-------------------------------|-------------------------------|
| Fees payable to the CIO's independent examiner for the independent examination of the CIO's annual accounts | <u>600</u> | <u>620</u> |

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

6. Staff costs

| | Period March 31 2022 | Period March 31 2021 £ |
|--|----------------------------|---------------------------------|
| Wages and salaries | 56,399 | 70,707 |
| Social security costs | 2,449 | 5,126 |
| Contribution to defined contribution pension schemes | 1,475 | 725 |
| | <u>60,323</u> | <u>76,559</u> |

The average number of persons employed by the CIO during the period was as follows:

| | Period March 31 2022 No. | Period March 31 2021 No. |
|------------------|-----------------------------------|-----------------------------------|
| General ministry | 2 | 3 |
| Buiding works | - | 2 |
| | <u>2</u> | <u>5</u> |

No employee received remuneration amounting to more than £60,000 in either year.

Paragraph 9.32 of the Charities SORP (FRS 102) requires all charities to disclose the total of any employee benefits received by trustees and its key management personnel for their services - see note 7 for details of Trustee remuneration and expenses.

7. Trustees' remuneration and expenses

During the period the church's Pastor, ex officio a Trustee of the CIO, has been paid remuneration in his capacity as Pastor.
The value of Trustees' remuneration and other benefits was as follows:

| | | Period March 31 2022 £ | Period March 31 2021 £ |
|--|----------------------------|---------------------------------|---------------------------------|
| Paul Boddy <i>Trustee through to 19 November 2021</i> | Remuneration | 9,178 | 14,340 |
| | Pension contributions paid | 382 | 430 |
| | Other benefits | - | - |
| Alan Taylor <i>Trustee from 19 November 2021</i> | Remuneration | 6,000 | - |
| | Pension contributions paid | 179 | - |
| | Other benefits | - | - |

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

8. Tangible fixed assets

| | Freehold property £ | Motor Vehicle £ | Fixtures and fittings £ | Total £ |
|--------------------------|---------------------------|--------------------|-------------------------------|----------------|
| Cost or Valuation | | | | |
| At 1 April 2021 | 141,862 | 4,125 | 87,029 | 233,016 |
| Additions | 8,138 | - | 4,200 | 12,338 |
| At 31 March 2022 | <u>150,000</u> | <u>4,125</u> | <u>91,229</u> | <u>245,354</u> |
| Depreciation | | | | |
| At 1 April 2021 | 8,543 | 5,155 | 23,539 | 37,425 |
| Charge for the period | 3,000 | 1,031 | 22,807 | 27,025 |
| At 31 March 2022 | <u>11,543</u> | <u>6,187</u> | <u>46,346</u> | <u>64,450</u> |
| Net book value | | | | |
| At 31 March 2022 | <u>147,000</u> | <u>3,094</u> | <u>68,421</u> | <u>218,515</u> |

9. Debtors

| | 2022 £ | 2021 £ |
|-------------------------------|-----------|-----------|
| Due within one year | | |
| Prepayment and accrued income | - | - |
| | <u>-</u> | <u>-</u> |

10. Creditors: Amount falling due within one year

| | 2022 £ | 2021 £ |
|--------------------------------|---------------|---------------|
| Stevenson Road Mortgage | 7,800 | 10,800 |
| Paddock Street Renovation Loan | 15,000 | 15,000 |
| Credit Cards | - | 15,149 |
| Other Creditors | - | 6,742 |
| PAYE & NI | - | 4,190 |
| | <u>22,800</u> | <u>51,882</u> |

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

11. Creditors: Amounts falling due after more than one year

| | 2022 | 2021 |
|---------------------------------|----------------|----------------|
| | £ | £ |
| Stevenson Road Mortgage | 88,099 | 92,000 |
| Paddock Street Rennovation Loan | 123,750 | 135,000 |
| | <u>211,849</u> | <u>227,000</u> |

The aggregate amount of liabilities payable or repayable wholly or in part more than five years after the reporting date is:

| | 2022 | 2021 |
|-------------------------------------|----------------|----------------|
| | £ | £ |
| Payable or repayable by instalments | 117,750 | 125,136 |
| | <u>117,750</u> | <u>125,136</u> |

The Stevenson Road Mortgage is secured on the CIO's freehold property: 116 Stevenson Road, Norwich, NR5 8TN.
The Paddock Street Rennovation Loan is unsecured and interest free.

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

12. Statement of funds

Statement of funds - current period

| | Income £ | Expenditure £ | Transfers in/out £ | Balance at 31 March 2022 £ | Balance at 31 March 2021 £ |
|---------------------------|-------------|------------------|--------------------------|----------------------------------|----------------------------------|
| Unrestricted funds | | | | | |
| General funds | 386,546 | (268,099) | (43,895) | 69,384 | (32,986) |
| Restricted funds | | | | | |
| Love offering | 11,137 | (15,575) | 4,438 | - | - |
| Evangelism | 44,792 | (57,786) | - | - | (13,284) |
| Conference | 580 | (3,611) | 3,031 | - | - |
| Building | 23,829 | (60,254) | 36,426 | - | - |
| | 80,338 | (137,227) | 43,895 | - | (13,284) |
| Total of funds | 466,884 | (405,326) | - | 69,384 | (46,270) |

Love Offering — Donations given for love offering are given specifically for the visiting speaker. All money given is passed onto the visiting speaker.

Evangelism — Donations to this fund are for the purpose of supporting mission. Primarily the churches launched from the Norwich congregation, but also to support other Potters House Churches as the need arises. For example the funds are used to cover the missionary church costs, missionary family living costs, and travel expenses (as the need arises) for church leadership to visit in order to assist with the work with preaching, counselling, offering support and training.

Conference — The UK Potters House holds an annual conference which is free to attend; donations given for conference are given specifically to help cover these costs.

Building — These funds are those donated specifically for building works.

THE POTTERS HOUSE CHRISTIAN FELLOWSHIP UK NORWICH CHURCH
(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

13. Summary of funds

Summary of funds - current period

| | Income £ | Expenditure £ | Transfers in/out £ | Balance at 31 March 2022 £ | Balance at 31 March 2021 £ |
|------------------|----------------|------------------|-----------------------|----------------------------------|----------------------------------|
| General funds | 386,546 | (268,099) | (43,895) | 74,552 | (32,986) |
| Restricted funds | 80,338 | (137,227) | 43,895 | (12,993) | (13,284) |
| | <u>466,884</u> | <u>(405,326)</u> | <u>-</u> | <u>61,558</u> | <u>(46,270)</u> |

14. Analysis of net assets between funds.

Analysis of net assets between funds - current period

| | Restricted Funds 2022 £ | Unrestricted Funds 2022 £ | Total Funds 2022 £ | Total Funds 2021 £ |
|-------------------------------------|-------------------------------|---------------------------------|--------------------------|--------------------------|
| Tangible fixed assets | - | 245,354 | 245,354 | 233,016 |
| Current assets | - | 69,384 | 69,384 | 55,512 |
| Creditors due within one year | - | (22,800) | (22,800) | (51,882) |
| Creditors due in more than one year | - | (211,849) | (211,849) | (227,000) |
| Total | <u>-</u> | <u>80,089</u> | <u>80,089</u> | <u>9,645</u> |

15. Pension Commitments

The CIO operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the CIO in an independently administered fund. The pension cost charge represents contributions payable by the CIO to the fund and amounted to £987.

16. Related party transaction

Details of Trustee remuneration and expenses is given in note 7.
During the period, the wife of Trustee Alan Taylor was employed by the CIO, and received a gross salary of £4,800.