



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period from 1 January 2020 to 31 December 2020**

**Charity name: The Emmanuel Ministry Fund**

**Charity registration number: 1184453**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To help advance the Christian faith through the operation and ministry of Emmanuel Church, Tolworth.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The charity's main activity in 2020 was the employment of a children's and youth minister at Emmanuel Church, Tolworth.</p> <p>From time to time the charity also provides funds to support members of the Emmanuel Church family in activities which help advance the Christian gospel, such as Christian training and short-term mission trips.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had due regard to the public benefit guidance issued by the Charity Commission, in particular the guidance on charities for the advancement of religion, when exercising any powers or duties to which the guidance is relevant.

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity has a grant making policy.
Policy on social investment including program related investment	Para 1.38	The charity has not adopted a policy on social investment because its current activities do not extend to making such investments.
Contribution made by volunteers	Para 1.38	The trustees are very grateful for the work which was carried out by the two volunteers: the treasurer and the Gift Aid secretary.

Other		<p>During the course of 2020, the assets, liabilities and activities of The Emmanuel Church Tolworth Ministry Fund, charity no. 1103843, ("the Trust") were transferred to this charity. Amongst other things, this included:</p> <ul style="list-style-type: none"> <li>- transferring to this charity the employment of the children's and youth minister at Emmanuel Church;</li> <li>- arranging for the transfer of the lease of Flat 1, 444 Ewell Road, Surbiton KT6 7EL to the charity;</li> <li>- the charity entering into an assured shorthold tenancy agreement in its own name with tenants at Flat 1, 444 Ewell Road;</li> <li>- the charity entering into a letting agreement for the property at 26 Meldone Close, Surbiton KT5 9HQ at which the children's &amp; youth minister and his family reside.</li> </ul> <p>The Trust engaged Anthony Collins Solicitors to provide professional advice and assist with the legal formalities of the transfer.</p> <p>The aims, purposes and trustees of both charities are the same as each other; the trustees' intention is to continue the operation of the charity going forward as a CIO rather than in the form of an unincorporated charitable trust.</p>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity's sole employee in 2020 was the children's and youth minister at Emmanuel Church, Tolworth. His primary responsibilities were providing leadership and organisation of the Christian ministry at the church for children and young people. This included running the following groups, which are open to all people in these age groups:</p> <ul style="list-style-type: none"> <li>- "Jesus and Me" (JAM) for children aged 3-11, and Pathfinders for ages 11-14, both held on Sunday mornings during the main church service.</li> <li>- The Vision youth group for young people in school years 10-13 on Sunday evenings.</li> <li>- Two monthly youth groups held on Saturday evenings: P4 (school years 6-9) and QRS (school years 10-13).</li> </ul>

		<p>The social restrictions resulting from COVID-19 meant that the monthly P4 and QRS groups were suspended when the first lockdown was imposed by the UK government, while the weekly groups switched from being in-person to online. This allowed children and young people to continue to participate in the groups from home despite the social restrictions.</p> <p>Additionally, the children's and youth minister was instrumental in making operational the online ministry for Emmanuel Church's main Sunday morning service and prayer meetings when COVID restrictions prevented church services from taking place in person, and the church has continued to make these available online since then because the online medium facilitates attendance and participation by people who are unable to attend in person, or who would prefer not to do, for example because of health reasons.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	During the period, the charity continued to achieve its aim of helping to advance the Christian faith through the continued employment of the children's and youth minister at Emmanuel Church.
Performance of fundraising activities against objectives set	Para 1.41	The charity did not set specific objectives in regard to fundraising.
Investment performance against objectives	Para 1.41	The charity did not set specific objectives in regard to investment performance.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The accounts show that at the end of the period, the charity held unrestricted cash funds of £73,295, composed of the following amounts:</p> <ul style="list-style-type: none"> <li>- £54,205 in bank accounts;</li> <li>- £8,590 in tax recovery;</li> <li>- £10,500 in rent deposit and prepayment.</li> </ul> <p>Given the charity's usual income and outgoings excluding one-off items (with this view being taken across this charity combined with the Trust), this indicates that the charity has between two and three more full years of operation. Although this is not a very secure financial position, it is a stronger situation than the trustees expected to be in when the children's and youth minister was first employed in 2018, and the trustees are thankful for that.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's reserves policy directs trustees to deploy its financial resources to further the charity's objects and not to hoard cash, whilst also seeking to set aside funds when possible to safeguard the charity's ability to further its objects in harder financial times.
Amount of reserves held	Para 1.22	£54,205 in unrestricted cash on 31 December 2020.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A – looking across this charity and the Trust combined, 2020 saw a modest surplus of funds of just under £2,000 for the year.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>Owing to the amount of cash held in bank accounts and the forecast income and expenditure, the trustees do not deem there to be uncertainty about the charity continuing as a going concern for at least the following 12 month period.</p> <p>The trustees monitor the charity's financial situation closely, and will take appropriate actions with respect to contractual cost commitments well in advance of reserves being exhausted.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's principal source of funds in 2020 was the transfer of funds and assets from the Trust. Going forward, regular donors to the Trust have been asked to change their payments to this charity, and
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		the rental income from Flat 1, 444 Ewell Road, Surbiton KT6 7EL is also now paid directly to this charity.
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>The charity's main balance sheet items in the period were its long-term lease on Flat 1, 444 Ewell Road, Surbiton KT6 7EL, and its cash reserves.</p> <p>The trustees maintained the charity's investment in the flat because it was let to tenants and provided a regular income.</p> <p>The financial reserves continued to be held as cash because the amount of funds was not large, and because the low interest rate environment and low risk appetite of the trustees meant that any investments in suitable funds would have generated very little real return.</p>
A description of the principal risks facing the charity	Para 1.46	The charity's principal risk in 2020 was liquidity risk given its limited cash reserves.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution, dated 10 June 2019.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable incorporated organisation (CIO).
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by existing trustees in accordance with the charity's constitution.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	<p>As the charity's employee supports the ministry of Emmanuel Church Tolworth, there is close cooperation between the charity and the church and the associated charity The Parochial Church Council of the Ecclesiastical Parish of Christ Church Surbiton Hill with Emmanuel, Tolworth (charity no. 1143331).</p> <p>There is also strong association with the above-mentioned Trust, with all assets, liabilities and activities having been transferred from the Trust to this charity, and the trustees of both charities being the same.</p>
Other		

## Reference and Administrative details

Charity name	The Emmanuel Ministry Fund
Other name the charity uses	
Registered charity number	1184453

Charity's principal address	c/o Emmanuel Church 1 Grand Avenue Surbiton KT5 9HU

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Claire Beevers			
2	Bart Erlebach			
3	Marc Evans	Chairman of trustees		
4	Amanda Kresinska			
5	Robin Walpole			

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
Not applicable		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
Not applicable		



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Solicitor	Anthony Collins Solicitors LLP	134 Edmund Street, Birmingham, B3 2ES
Accountant for examined accounts	Gardiner & Co	16 Durrants Drive, Faygate, RH12 4AB

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable.


## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Marc Amlyn Evans	
Position (eg Secretary, Chair, etc)	Trustee	
Date	31 October 2021	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

THE EMMANUEL MINISTRY FUND

On accounts for the year  
ended

31 DECEMBER 2020

Charity no  
(if any)

1184453

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020.

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities 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.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

*IAN GARDNER*

Date:

21/7/21

Name:

IAN GARDNER

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

ACIB

Address:

16 DURRANTS DRIVE

FAYGATE

W. SUSSEX RH12 4AB



CHARITY COMMISSION  
FOR ENGLAND AND WALES

THE EMMANUEL MINISTRY FUND

1184453

## Receipts and payments accounts

CC16a

For the period  
from

01/01/2020

To

31/12/2020

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Rental income	4,400	-	-	4,400	-
Interest income	14	-	-	14	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>4,414</b>	<b>-</b>	<b>-</b>	<b>4,414</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>4,414</b>	<b>-</b>	<b>-</b>	<b>4,414</b>	<b>-</b>
<b>A3 Payments</b>					
Salaries	8,667	-	-	8,667	-
Pension contributions	199	-	-	199	-
Accommodation costs	6,093	-	-	6,093	-
Property maintenance	887	-	-	887	-
Letting expenses	386	-	-	386	-
Insurance	497	-	-	497	-
Legal and professional fees	903	-	-	903	-
Sundry expenses	164	-	-	164	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>17,796</b>	<b>-</b>	<b>-</b>	<b>17,796</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Transfer of property	191,618	-	-	191,618	-
	-	-	-	-	-
<b>Sub total</b>	<b>191,618</b>	<b>-</b>	<b>-</b>	<b>191,618</b>	<b>-</b>
<b>Total payments</b>	<b>209,414</b>	<b>-</b>	<b>-</b>	<b>209,414</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 205,000</b>	<b>-</b>	<b>-</b>	<b>- 205,000</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>278,295</b>	<b>-</b>	<b>-</b>	<b>278,295</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>73,295</b>	<b>-</b>	<b>-</b>	<b>73,295</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank accounts	54,205	-	-
	Tax recovery	8,590	-	-
	Rent deposit and prepayment	10,500	-	-
	<b>Total cash funds</b>	<b>73,295</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Property - 444A Ewell Road, Tolworth	Unrestricted	191,618	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	None		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval