



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period from 1 January 2023 to 31 December 2023

Charity name: The Emmanuel Ministry Fund ("Charity")

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	The Object of the Charity is, for the public benefit, the advancement of the Christian faith in the United Kingdom and overseas by equipping and enabling the people and congregations of the parish of Christ Church, Surbiton Hill with Emmanuel Church, Tolworth ("The Parish"), and 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 2023 was the employment of a children's and youth minister, who carried out much of his duties in support of Emmanuel Church Tolworth.</p> <p>From time to time, the Charity may also provide funds to support members of the church family at Emmanuel Church Tolworth in activities which help advance the Christian gospel, such as Christian training and short-term mission trips, but it did not do so in 2023.</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 policy on grant-making.
	Para 1.38	The Charity has not adopted a policy on social investment because its current activities are limited in nature, and it does

Policy on social investment including program related investment		not currently anticipate making a social investment beyond the scope of its current limited activities.
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		None.

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 2023 was the Children's and Youth Minister, who carried out his duties supporting the ministry at Emmanuel Church Tolworth. His primary responsibilities were providing leadership and organisation of the Christian ministry for children and young people at the church, which is open to everyone. This included</p> <ul style="list-style-type: none"> • leading the all-age slots in the Sunday morning services; • overseeing and regularly leading the Sunday morning groups for children from age 3 to school year 6 (Jesus and Me, or "JAM") and young people in school years 7-9 ("Pathfinders"); • running Cross Train, a weekly youth outreach programme for children and young people in the last year of primary school and early years of secondary school. In September 2023, a new group was added for youth in school year 10 and above, which ran alongside the existing group for school years 6-9; • overseeing Kangaroo Club for children under 5 and their parents / carers; • working alongside Insight, a Christian schools work trust, and Christ Church Surbiton Hill, to organise and deliver the Easter Experience (at Christ Church) and the Christmas Journey (at Emmanuel Church), both aimed at school children in the borough of Kingston.

		<ul style="list-style-type: none"> being a leader at one of the summer residential Christian youth conferences organised by Contagious Bible Ministries, which some youth from Emmanuel Church attended.
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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 employment of the Children's and Youth Minister, who carried out his duties in support of the ministry at Emmanuel Church Tolworth.
Performance of fundraising activities against objectives set	Para 1.41	The Charity's primary objective for fundraising was to try to maintain income on a par with expenditure, other than for exceptional items. It did not succeed this year because rent on the property in which the Charity's employee resided required advance pre-payment of the full annual rent.
Investment performance against objectives	Para 1.41	The Charity did not set specific objectives in regard to investment performance owing to the relatively low levels of financial reserves.
Other		None.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The accounts show that the Charity received income in the period of £59,005, versus payments of £79,095, resulting in a net decrease of cash funds in the period of £20,090.</p> <p>The main outgoings of the Charity were the salary of the employee, and the cost of accommodation for the employee which the Charity provides for the better performance of his duties.</p> <p>At the end of the period, the Charity held cash funds of £50,383, composed of the following amounts:</p> <ul style="list-style-type: none"> • £25,727 cash in bank accounts; • £22,557 rent deposit and prepayment; • £2,099 tax recovery <p>The Charity also holds a long-term lease on a property at Flat 1, 444 Ewell Road, Surbiton, KT6 7EL which is represented on the balance sheet at its cost of £191,618.</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	<p>At the end of the period, the charity had £50,383 of cash funds, of which £25,727 was held in bank accounts.</p> <p>All the available reserves were held in cash owing to the relatively small absolute amount.</p>
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	The Charity had a deficit of £20,090 over the period. This was primarily due to the prepayment of the full annual rent on a property which the Charity rented and in which the Charity's employee resided, and a reduction in one-off giving compared to the prior year.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The amount of cash in the bank at the end of the period was £25,727 – considerably lower than previous years, primarily owing to the prepayment of the full annual rent of a property in which the Charity's employee resided. In 2024, additional one-off cash giving to the Charity helped restore the

		<p>cash reserves to a similarly level as before the prepayment, so there is not a concern about the Charity continuing as a going concern in the short term. Nevertheless, this does highlight that the Charity's financial reserves are relatively small and dependent on a continued level of giving if it is to maintain its current activities. Furthermore, there is considerable uncertainty as to the amount of giving to the Charity going forward.</p> <p>The trustees monitor the Charity's financial situation closely, with a view to taking appropriate actions with respect to contractual cost commitments well in advance of reserves being exhausted.</p>
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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	<p>Three-quarters of the Charity's funding in 2023 came from charitable giving and tax refunds from Gift Aid giving. Although the amount of one-off giving was considerably less than the previous year, it is encouraging to see the amount of regular giving increased by 41% year-on-year.</p> <p>Most of the other income was rental income from the property on which the Charity has a long-term lease.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>The charity has a reserves policy but not an investment policy because the amount of investable assets (i.e. cash) has been considered by the trustees to be too small to consider investing beyond an instant-access savings account.</p> <p>The Charity holds a long-term lease on the property at Flat 1, 444 Ewell Road in Surbiton. This was originally purchased to provide accommodation to employees of the Charity for the better performance of their duties. The property is too small to accommodate the Charity's current employee and his family, so the property is let to tenants to provide a rental income to the Charity. The trustees intend to continue to hold this property to benefit from the rental income, and to be in a position to provide accommodation to potential future employees.</p>
A description of the principal risks facing the charity	Para 1.46	<p>The Charity's principal risk in 2023 was liquidity risk given its limited cash reserves, and uncertainty around the level of financial income going forward.</p>

Other		
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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, as amended on 1 April 2024.
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 and its Statement of Faith.

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	
Other		

Reference and Administrative details

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

Charity's principal address	c/o 11 Pine Gardens, Surbiton, KT5 8LJ

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		Appointed Trustee on 15 July 2024	Trustees
2	Bart Erlebach		Resigned as Trustee on 16 July 2024	Trustees
3	Marc Evans	Chair	Reappointed as Trustee on 23 July 2023.	Trustees
4	Amanda Kresinska		Resigned as Trustee on 9 July 2024.	Trustees
5	Jane Newell		Appointed as Trustee on 10 May 2023.	Trustees
6	Richard Pretlove		Appointed as Trustee on 15 July 2024.	
7	Robin Walpole		Resigned as Trustee on 21 July 2024.	Trustees
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9				
10				
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12				
13				
14				
15				
16				
17				
18				
19				
20				

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

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

Not applicable

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 Evans	CLAIRE BEEVERS
Position (eg Secretary, Chair, etc)	Chair	TRUSTEE
Date	22.10.2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

THE EMMANUEL MINISTRY FUND

1184453

Receipts and payments accounts

CC16a

For the period
from

01/01/2023

To

31/12/2023

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 £
A1 Receipts					
Gift aid standing orders	31,445	-	-	31,445	21,930
Charities Aid Foundation/Stewardship	1,672	-	-	1,672	1,515
One-off Gifts	2,800	-	-	2,800	19,717
Tax refunds	8,282	-	-	8,282	8,884
Rental income	14,400	-	-	14,400	12,300
Interest income	242	-	-	242	52
Other income	164	-	-	164	169
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	59,005	-	-	59,005	64,567
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	59,005	-	-	59,005	64,567
A3 Payments					
Salaries	28,525	-	-	28,525	29,600
Pension contributions	745	-	-	745	701
Accommodation costs	37,161	-	-	37,161	25,317
Employee expenses	1,935	-	-	1,935	675
Property maintenance	2,398	-	-	2,398	860
Letting expenses	1,188	-	-	1,188	396
Insurance	1,490	-	-	1,490	530
Legal and professional fees	5,460	-	-	5,460	180
Sundry expenses	193	-	-	193	243
Equipment	-	-	-	-	1,865
	-	-	-	-	-
Sub total	79,095	-	-	79,095	60,367
A4 Asset and investment purchases. (see table)					
Transfer of property	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	79,095	-	-	79,095	60,367
Net of receipts/(payments)	- 20,090	-	-	- 20,090	4,200
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	70,473	-	-	70,473	66,273
Cash funds this year end	50,383	-	-	50,383	70,473

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 £
B1 Cash funds	Bank accounts	25,727	-	-
	Tax recovery	2,099	-	-
	Rent deposit and prepayment	22,557	-	-
	Total cash funds	50,383	-	-
(agree balances with receipts and payments account(s))				

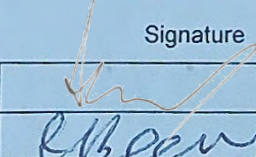
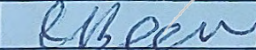
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Property - 444A Ewell Road, Tolworth	Unrestricted	191,618	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	None		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Marc Evans	22.10.2024
	CLAIRE BEEVER	22.10.24



Section A

Independent Examiner's Report

Report to the trustees/
members of

EMMANUEL MINISTRY FUND

On accounts for the year
ended

31 DECEMBER 2023

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 2021.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

IAN GARDNER

Date:

5/6/24

Name:

IAN GARDNER

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

ACIB

Address:

*16 OURRANTS DRIVE
FAYGATE
W. SUSSEX RH12 4AB*