

*Charity Reg. No. 1186698*

# **TOTTENHAM BAPTIST CHURCH**

**Report of Financial Activities  
For the Year Ended  
31 December 2020**

*Lq&Co.  
Accountancy*

# **TOTTENHAM BAPTIST CHURCH**

## **Report of Financial Activities for the year ended 31 December 2020**

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## **TOTTENHAM BAPTIST CHURCH**

### **LEGAL AND ADMINISTRATION DETAILS:**

#### **Name and registered office**

Name: Tottenham Baptist Church

Registered Charity Number: 1186698

Registered office: 699 High Road  
London  
N17 8AD

#### **Trustees:-**

- Rev. Harrison Daniel Otieno [ Chairman]
- Miss Olatomirim Kolade (PhD)
- M/s Ivy Legore
- Mrs. Hannah Kajue
- Mr. Jean-Claude Longange
- Mrs. Rose Longange

#### **Principal Bankers:-**

BARCLAYS BANK PLC  
High Road  
Tottenham  
N17 0EY

#### **Accountants:-**

LQ & Co. Accountancy  
136 Waters Road  
London.  
SE6 1UQ

# **TOTTENHAM BAPTIST CHURCH**

## **The Report of the Trustees For the year ended 31 December 2020**

The Trustees present their report of the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### **Objectives achieved in the year**

The board of trustees are satisfied with the performance of the charity during the year and the position at 31 December 2020 and consider that the charity is in a strong position to continue its activities during the coming year, and that the assets are adequate to fulfil its obligations.

Like most organisations, the COVID-19 Pandemic had a serious effect on the management and administration of the church.

Due to national lockdowns and closure of our meeting facilities, our services were switched to online meetings via Facebook and Zoom. We had to stream live and boost our broadcast to reach a wider audience at a high cost to the church.

With the locking up of our meeting premises at short notice, meant that we could not have access to our equipments so we had to quickly purchase a new set of equipments for live services from our home. Among other things, the church organised weekly grocery shopping for distribution to all of the members who could not come out of their homes due to the severity of the lockdowns. This also brought a heavy financial strain on the ministry's resources as there were no regular offerings coming in.

### ***Contributions of volunteers***

In addition to members' financial contributions to the charity, some do provide very valuable voluntary services. Some of these roles and activities voluntarily provided include counselling, teachings in the schools, community work, administrative duties, music ministry and other areas of church life. Measurement issues including attributing an economic value to such unpaid contributions, prevents inclusion of such contributions within the Statement of Financial Activities.

### **Structure, Governance and Management**

The pastors and the deacons retain oversight of all church matters. These are the managing trustees. The trustees meet regularly to discuss and plan objectives and implementation thereof. Matters of general concern are raised with all members.

All matters are subject to prayer and God's direction and the Trustees of the Church. Major decisions at any church meetings are determined by simple majority votes cast by members present with each member having one vote. In the event of equal votes, the chair may exercise a second vote as a casting vote.

### **Financial Review**

#### **Transactions and Financial Position**

The financial accounts are set out on pages 7 to 8. The financial statements have been prepared implementing the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (effective April 2005) and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005). The Trustees consider the financial position of the charity during the year has been satisfactory.

The Statement of Financial Activities show gross resources for the year of a revenue nature of £69,321. Total resources expended were £57,018 leaving a net surplus of £12,303. Reserves at the year end was £6,331,836.

## **TOTTENHAM BAPTIST CHURCH**

### **Reserves Policy**

The reserves fund represents the unrestricted funds arising from past operating results.

The reserves are earmarked for future developments as well as other undertakings that the trustees consider necessary, to ensure growth and stability of the church within the community.

The board of trustees is satisfied that the charity's assets are available and adequate to fulfil its obligations in the foreseeable future.

### **Principal funding sources**

The charity relies on offerings, tithes, and various donations from the members as identified in the accounts, whose support is greatly valued.

Other areas of sources of funds are Covenant Gift Aid and bank investment income.

These funds enable the charity to carry out its obligations during the year.

## **Major risks to which the charity is exposed and systems to mitigate those risks**

### ***Financial***

The charity is open to the usual financial risks of any organisation, and the charity has introduced controls to minimise these risks, such as two signatures being required for payments from the bank account, an appointed deacon/pastor of the church is required to authorise payments for purchases, and also the accounts are regularly explained to members of the charity and are open for member's inspection at any time.

### ***Children and Vulnerable adults***

Work with children and vulnerable adults are open to risks. The policy is that visitation, counselling and any work involving children and vulnerable adults are done by trained persons who work in pairs. New volunteers to the children ministry are recruited on the basis of Baptist Union's policy for the recruitment of volunteers for children's ministry which are in line with Government policy.

## TOTTENHAM BAPTIST CHURCH

### REPORT OF THE TRUSTEES

#### Statement of Directors' and Trustees' Responsibilities

Charity Law requires the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and the surplus or deficit of the charity. In preparing those financial statements, the Board is required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice 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 charity will continue in business.

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

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the auditors in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the Board of Trustees on .....18/06/2021.....

Signed: .....*HD Otieno*.....

Name: .....Rev. Harrison Daniel Otieno BA(Hon) MA MTh PhD.....

( Minister )

## TOTTENHAM BAPTIST CHURCH

### Independent Examiner's Report on the Accounts For the year ended 31 December 2020

Report to the trustees of Shine Ministries International on the accounts for the year ended 31 December 2020 as set out on pages 7 to 14

#### *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 the year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts (under section 43(3)(a) of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act; and
- to state whether particular matters have come to my attention.

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

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

#### *Independent examiner's statement*

In connection with my examination, no matter has come to my attention

- which gives me reasonable cause to believe that in any material respect the requirements
  - . to keep accounting records in accordance with section 41 of the 1993 Act; and
  - . to prepare accounts which accord with the accounting records and comply with the account requirements of the Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:- .....E Quarshie .....

Date:- ....01/07/2021.....

Lq & Co.  
Accountancy

**TOTTENHAM BAPTIST CHURCH**  
**Statement of Financial Activities**  
**For the year ended 31 December 2020**

	<b>Notes</b>	<b>2020</b>
		<b>£</b>
<b>Incoming Resources</b>		
Capital grants, legacies & donations	4	<b>69,321</b>
<b>Resources Expended</b>		
Direct Charitable Expenditure	7	23,907
Management and administration	1	33,111
<b>Total Resources Expended</b>		<b>57,018</b>
<b>Net Incoming Resources</b>		<b>12,303</b>



# TOTTENHAM BAPTIST CHURCH

## Balance Sheet as at 31 December 2020

	Notes	2020
		£
<b>Tangible assets</b>	2	<u>6,312,849</u>
<b>Current Assets</b>		
Amounts Recoverable	3	-
Prepayments		
Cash at bank & in hand		<u>40,953</u>
		40,953
<b>Current Liabilities</b>		
Creditors: amounts falling due		
Within one year		<u>- 4,645</u>
<b>Net Current Assets/(liabilities)</b>		36,308
Creditors: amounts falling due after		
More than one year		<u>- 17,321</u>
<b>Net Assets</b>		<b><u>6,331,836</u></b>
<b>Capital and Reserves</b>		
Surplus income from operations		12,303
Revaluation reserve		<u>6,319,533</u>
		<b><u>6,331,836</u></b>

The financial statements were approved by the Board of Trustees on .....18/06/2021..... and signed on its behalf by:

Signature: ..... *HD Otieno*.....

Name of Trustee: .....Rev. Harrison Daniel Otieno BA (Hon) MA MTh PhD.....

## **TOTTENHAM BAPTIST CHURCH**

### **Notes to the accounts**

**For the year ended 31 December 2020**

#### **Accounting policies**

##### ***Accounts preparation***

The financial statements have been prepared in accordance with the Charities Act 1993 and with the Financial Reporting Standard for Small Entities (FRSSE), and all other applicable accounting standards, effective June 2002, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales, effective October 2000, adapted to meet the needs of unincorporated organisations.

##### ***Accounting Convention***

The financial statements are prepared, on a going concern basis, under the historical cost convention.

##### ***Incoming Resources***

Incoming resources are accounted for on a receivable basis.

##### ***Investment Income***

Bank interest is included in the income and expenditure account on a receivable basis.

##### ***Deferred Income***

In accordance with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales grants, received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are included as creditors in the accounts.

##### ***Recognition of Liabilities***

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales.

##### ***Charitable Expenditure***

Charitable expenditure includes all expenditure directly related to the objects of the charity and comprises the following:-

##### ***Activities in furtherance of the charity's objectives***

The cost of activities in furtherance of the charity's objectives represent the cost of goods and services and ancillary trading costs that have been incurred in charitable activities.

## **TOTTENHAM BAPTIST CHURSH**

### **Notes to the accounts**

**For the year ended 31 December 2020**

#### ***Management and administration of the charity***

Management and administration costs represent expenditure incurred in the management of the charity's assets, organisational administration and compliance with the charitable and statutory requirements.

#### **Allocation of costs within types of resources expended**

The charity's operating costs include staff costs, rent, and other related costs. Such costs are allocated between types of resources expended on the basis of estimates made by the trustees.

Administration expenditure includes all expenditure not directly related to direct charitable activity. In respect of certain items of expenditure it is a matter of judgement as to whether such items are direct charitable expenditure or administrative, and the trustees have applied what they consider to be reasonable judgement in apportioning such costs.

The Companies Act 1985 requires all properties belonging to companies to be depreciated. However, this requirement conflicts with the generally accepted principle set out in SSAP19 and the overriding requirement to show a true and fair view. The board of trustees considers that because the property is not held for consumption, but for its investment potential, to depreciate it would not give a true and fair view, and that although the charity is exempt from the full application of SSAP 19, and has not had a formal professional valuation, of the property, but has relied on the best of the board of the market value, in order to conserve funds for the charitable purposes of the charity.

If this policy had not been adopted, the deficit for the financial year would have been increased by depreciation. However, the amount of depreciation cannot reasonably be quantified because depreciation is only one of many factors reflected in the annual valuation and the amount t which might otherwise have been shown cannot be separately identified.

#### **Fixed Asset and Depreciation**

The tangible fixed assets are stated at cost less depreciation.

Depreciation has been provided at the following rates in order to write off the assets(less their expected residual value) over their estimated useful lives.

A regular annual review of the likelihood of asset impairment is undertaken.

The principal annual rates used for depreciation are as follows:

Motor Vehicles..... 25% per annum straight line.

Equipment.....25% per annum straight line

Furniture, Fixtures and Fittings..... 25% per annum straight line.

## **TOTTENHAM BAPTIST CHURCH**

### **Notes to the Accounts for the year ended 31 December 2020**

#### **Capital Grants**

The board of trustees considers that, in order to comply with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales (effective October 2000), grants of a capital nature given for specific purposes and fully utilised in the furtherance of the purposes of the charity should be credited to the fixed asset fund after the funds have been properly expended on the restricted purpose. The related asset is shown in the balance sheet at the cost of acquisition or subsequent valuation.

The related assets are subject to restrictions by the grant making organisation on their use and disposal, and these restrictions are noted in the fixed asset section of these accounts. The fixed asset fund so created is treated as a restricted fund.

#### **Taxation**

As a charity, the organisation is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax (VAT) is not recoverable by the organisation, and is therefore included in the relevant costs in the Statement of Financial Activities.

#### **Funds Structure Policy**

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds are funds provided to the charity for particular purposes, and it is the policy of the trustees to carefully monitor application of those funds in accordance with the restrictions placed upon them. There were no restricted funds at the year end.

There is no formal policy on the allocation of funds to designated funds.

There is no formal policy to transfer between funds, other than that described under the Capital Gains policy above. Any proposed transfer between funds would be considered on the particular circumstances.

#### **Analysis of incoming resources and analysis of management and administration costs**

The details required by the Statement of Recommended Practice for the Accounting and Reporting issued by the Charity Commissioners for England and Wales are shown in the detailed schedule to the Statement of Financial Activities on pages.....

**TOTTENHAM BAPTIST CHURCH**  
**Notes to the Accounts for the year ended 31 December 2020**

**1. Tangible Fixed Assets**

	<b>Buildings £</b>	<b>Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
<b>Balances b/fwd</b>			
<b>1 January 2020</b> b/fwd	6,300,000	15,099	6,315,099
Additions	-	-	-
<b>Cost as at</b>			
<b>31 Dec 2020</b>	<b>6,300,000</b>	<b>15,099</b>	<b>6,315,099</b>
<b>Depreciation</b>			
Accumulated as at			
1 January 2020	-	-	-
<b>Depn for year</b>	<b>-</b>	<b>2,250</b>	<b>2,250</b>
Acc Depn.			
At 31 Dec 2020	-	2,250	2,250
<b>NBV c/fwd</b>			
<b>31 Dec 2020</b>	<b>6,300,000</b>	<b>12,849</b>	<b>6,312,849</b>

<b>2. Debtors</b>	<b>£</b>
Amounts recoverable	-

<b>3. Incoming Resources</b>	<b>2019 £</b>
Grants, Legacies & Donations	
Tithes & Offerings	29,387
Rental Income	28,134
COVID-19 Government Support	<u>11,800</u>
<b>Total Incoming Resources</b>	<b><u>69,321</u></b>

## TOTTENHAM BAPTIST CHURCH

### Notes to the Accounts for the year ended 31 December 2020

#### 5. Charitable Expenditure

##### Costs of activities in furtherance Of the charity's objectives

	2020 £
Rent, light and heat	9,607
Stationary, printing & postage	386
Telephone and Communication expenses	757
Repairs & Maintenance	2,391
Insurance	5,671
Ministry expenses	56
Other professional fees	1,300
Depreciation	2,250
Management & admin	33,111
Conference & seminars	215
Donation to other charities	120
Music Ministry	283
Outreach Ministry	149
Publicity	243
Subscriptions	444
Sundry expenses	510
Welfare	546
 Total Expenditure	 <b><u>57,018</u></b>
 Direct Charitable Expenditure	 <b><u>23,907</u></b>
 Management and Admin Exp.	 <b><u>33,111</u></b>