

## **Trustees' Annual Report for the Year to 30<sup>th</sup> June 2021**

**Charity name: Shipley Christians Together**

**Charity registration number: 1190091**

### **Objectives and Activities**

The purposes of the charity, as set out in its governing document, are:

1. To advance the Christian religion and education in Shipley and the surrounding area for the benefit of the public by

- the provision of regular opportunities for the discussion of matters of and action on ecumenical concern
- the planning and implementation of ecumenical acts of public worship and fellowship
- organising and promoting ecumenical opportunities for mission
- taking any further actions which may encourage the development of the ecumenical agenda.

2. To facilitate the provision and participation of services to meet identified needs of the community of Shipley and the surrounding area, including the relief of poverty and other social and health needs, either by itself or in co-operation with other voluntary or statutory agencies.

The main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts, were:

- running a Christians Against Poverty Debt Centre
- running a School Holiday Food Project
- running a Bible Stall in Shipley market.

The Trustees confirm that they have complied with their duty to have due regard to the Charity Commission's guidance on public benefit.

### **Achievements and Performance**

1. The difference the charity's work has made to the circumstances of its beneficiaries are:

- Debt Centre clients have received solutions for their debt situations and have experienced a consequent improvement in their mental health. Initial contacts with 21 clients have been made since January 2021; the effective start date of the programme in Shipley.

- Families on low incomes have received food during school holidays. During February half-term and Easter holidays 2021 some 60 families have received support on both occasions.

- Since starting in July 2015 the Bible Stall has handed out 302 free Bibles and is now a respected and valued presence in the outdoor market. Although activity was much reduced during the year owing to Covid -19 restrictions, the interest in receiving Bibles, especially Children's Bibles has not diminished.

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## **Achievements and Performance (continued)**

2. Wider benefits to society as a whole are:

- A signposting stall has helped the members of the community to access support services
- The cause of Fairtrade has been promoted
- Support has been given to the local foodbank.

## **Financial Review**

### **1. Review of the charity's financial position at the end of the period**

The Charity's receipts for the year ended 30 June 2021 (its first year as a CIO) amounted to £25,390 and payments on its activities amounted to £22,430. Receipts and payments have been allocated to one of three funds; two of which are considered restricted and one unrestricted. These are the General Fund (unrestricted), the Holiday Food Fund (restricted) and the CAP Debt Centre Fund (restricted). The balances at 30 June 2021 were £926 for the General Fund, £559 for the Holiday Food Fund and £3,025 for the CAP Debt Centre Fund. Further information is shown in the Financial Statements.

### **2. Statement explaining the policy for holding reserves stating why they are held**

The Charity is not yet in a position to cite a policy on reserves after the first year of its operations as a registered Charity. The budget for next year, to be presented at the Annual General Meeting, will seek to retain reserves in the General Fund at three months of annual recurrent expenditure. A reserves policy will be formalised accordingly.

### **3. Amount of reserves held**

The General Fund has cash equivalent to approximately seven months of annual recurrent expenditure. This is due to the balance of funds brought forward. It is anticipated to bring this down to three months' worth in the coming year and maintain this level going forward.

### **4. Reasons for holding zero reserves**

N/A

### **5. Details of fund materially in deficit**

No fund is materially in deficit

### **6. Explanation of any uncertainties about the charity continuing as a going concern**

The Charity is prudent about the activities it undertakes and recognises that its income flow is necessarily uncertain. Committed expenditure is managed appropriately; for example the Debt Centre project has been initially funded for a three-year period and the employment contract of the manager is therefore for an equivalent time-frame. This flexibility together with budgetary control should enable to Charity to expand or contract its activities without questioning its going concern status.

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## Structure, Governance and Management

The charity's governing document is an association CIO constitution

The charity is a CIO

The members of the CIO are churches in the Shipley area

Trustees are nominated by member churches and elected to post at the AGM

## Reference and Administrative details

Charity name: <b>Shipley Christians Together</b>
Other name the charity uses: <b>None</b>
Registered charity number: <b>1190091</b>
Charity's principal address: <b>6 Springswood Road Shipley BD13 3DG</b>

### 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	Hugh Firman			
2	Euan David Woodward	Vice chair		
3	Rev'd Caroline Andrews			
4	Adam James Carver	Chair		
5	Geoffrey Pollard	Secretary		
6	Mary Margaret Carroll	Treasurer	24/06/2020 to 30/06/2021	
7	Andrew Bruce Gray	Treasurer	30/06/2021-	
8	Caroline Rebecca Davison Firth			
9	Rev'd Henriette Howarth		24/06/2020 to 31/05/2021	

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

Director name		
<b>None</b>		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
<b>None</b>		



**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

**Declarations**

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

Signed on behalf of the charity's trustees

Signatures		
Full names	Adam James Carver	Geoffrey Pollard
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	17 <sup>th</sup> September 2021	

Shipley Christians Together (Charity Reg. No. 1190091)

Financial Statements as at 30 June 2021

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Shipley Christians Together (Charity Reg. No. 1190091)

Receipts and Payments Account for the Year ending 30 June 2021

	Note	General Fund £ Unrestricted	Holiday Food Fund £ Restricted	CAP Debt Centre Fund £ Restricted	Total 30 June 2021 £	General Fund £ Unrestricted	Total 30 June 2020 £
	1.1						
<b>Receipts</b>							
Annual Subscriptions	2	250			250		
Grants	3		10,528		10,528		
Church Funding	4			12,770	12,770		
Individual Donations		894		665	1,559	248	248
Other			83	200	283	315	315
<b>Total Receipts</b>		<b>1,144</b>	<b>10,611</b>	<b>13,635</b>	<b>25,390</b>	<b>563</b>	<b>563</b>
<b>Payments</b>							
Administration	5	(742)			(742)	(362)	(362)
Fund activities	6	(1,010)	(10,037)	(4,800)	(15,847)		
Employment costs	7			(5,774)	(5,774)		
Other		(16)	(15)	(36)	(67)	(315)	(315)
<b>Total Payments</b>		<b>(1,768)</b>	<b>(10,052)</b>	<b>(10,610)</b>	<b>(22,430)</b>	<b>(677)</b>	<b>(677)</b>
<b>Net Receipts/(Payments)</b>		<b>(624)</b>	<b>559</b>	<b>3,025</b>	<b>2,960</b>	<b>(114)</b>	<b>(114)</b>
Fund balances brought forward		1,550	0	0	1,550	1,664	1,664
<b>Fund balances carried forward</b>		<b>926</b>	<b>559</b>	<b>3,025</b>	<b>4,510</b>	<b>1,550</b>	<b>1,550</b>

Shipley Christians Together (Charity Reg. No. 1190091)

Statement of Assets and Liabilities as at 30 June 2021

	Note	General Fund £ Unrestricted	Holiday Food Fund £ Restricted	CAP Debt Centre Fund £ Restricted	Total 30 June 2021 £	General Fund £ Unrestricted	Total 30 June 2020 £
	1.1						
<b>Assets</b>							
Cash at bank		926	3,421	3,025	7,372	1,865	1,865
<b>Total Assets</b>		926	3,421	3,025	<b>7,372</b>	1,865	<b>1,865</b>
<b>Liabilities</b>							
Payables			(2,862)		(2,862)	(315)	(315)
<b>Total Liabilities</b>	a		(2,862)		<b>(2,862)</b>	(315)	<b>(315)</b>
<b>Net Assets</b>		926	559	3,025	<b>4,510</b>	1,550	<b>1,550</b>

Note a. The payable of £2,862 was settled on 15 July 2021 and was a re-imbursement for food purchased in respect of the Holiday Food Project.

Shipley Christians Together (Charity Reg. No. 1190091)

Notes to the Accounts Year ending 30 June 2021

**General** Shipley Christians Together is a Chartered Incorporated Organisation (CIO) and a registered charity no. 1190091. It was incorporated on 24 June 2020. Prior to charitable incorporation it was a less-formalised association of churches in Shipley, promoting ecumenical activities, outreach and community services within the town, going back several decades. The decision to incorporate as a registered charity was taken to further enable the work of Shipley Christians Together to continue and grow on a firmer foundational footing.

**Note 1 Accounting Policies**

**Note 1.1 Fund designations** The General Fund is an unrestricted fund for use at the discretion of the trustees in furtherance of the general objectives of the charity. The Holiday Food Fund and CAP Debt Centre Fund are restricted funds subject to restrictions on the use of receipts from donors or granting agencies.

**Note 1.2 Basis of accounting** The trustees have made use of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

**Note 2 Annual subscriptions** These comprise annual voluntary contributions from the member churches.

**Note 3 Grants** consist of amounts provided by Bradford Council to fund a school holiday food programme in Shipley.

**Note 4 Church Funding** consists of amounts provided by member churches for supporting the CAP Debt Centre Project. Most churches have given a 3 year commitment to the project.

**Note 5 Administration** payments include insurance and other miscellaneous administrative costs incurred by Shipley Christians Together.

**Note 6 Fund Activities** are payments in furtherance of the objectives of the funds. Thus the cost of food delivered under the Holiday Food Fund was £10,037 and £4,800 was paid to CAP Bradford to support the operation of the CAP Debt Centre. Included within the General Fund is £270 to pay for Easter Eggs distributed with Holiday Food at Easter. The remaining amount of £740 relates to Bible Stall rental at Shipley Market.

**Note 7 Employment costs** relate to the salary and pension costs arising from the part-time employment of the CAP Debt Centre manager (16 hours per week). The average number of full time equivalent employees over the year is 1/4 .

Gross salary	£ 5,774
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Social Security	£0
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**Note 8 Trustee expenses, remuneration and benefits.** No trustee received any expenses, remuneration or benefits during the year.



**Note 9 Signing on behalf of the Trustees**

A stylized handwritten signature in black ink, consisting of a vertical line with several horizontal strokes crossing it.

Adam James Carver (Chair)

Date: 17<sup>th</sup> September 2021

A handwritten signature in black ink, appearing to read 'G Pollard' with a flourish at the end.

Geoffrey Pollard (Secretary)

Date: 17<sup>th</sup> September 2021

**Independent Examiner's Report to the Trustees of Shipley Christians Together**  
**Financial Year ended 30<sup>th</sup> June 2021**

**Introduction**

I report to the trustees on my examination of the accounts of Shipley Christians Together CIO for the year ended 30 June 2021.

**Responsibilities and Basis of the Report**

As the charity trustees of the CIO 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 CIO'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.

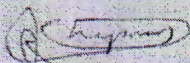
**Independent Examiner's Statement**

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

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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:



Name: Julian Chapman

Relevant professional qualification or membership of professional bodies:

Final exams - Chartered Institute of Public Finance & Accountancy (passed 1988)

Address: Flat 8, The Manor House, 1, Earls Avenue, Folkestone, Kent, CT20 2EX

Date: 26-9-2021