

**Charity registration number 1203293**

**CUK Liverpool Church, Liverpool**  
**Trustees' Annual Report and Financial Statements**  
**for the Period Ended 31 May 2024**

# **CUK Liverpool Church, Liverpool**

## **Legal and Administrative Information**

### **Members**

#### **Senior Pastor**

Pastor Hung Lung Kwok

#### **Elected Members Vice Chair**

Nelson Chi Kwok Chui

#### **Treasurer**

Stephanie Wing Kee Lau

#### **Board of Deacons**

Pastor Hung Lung Kwok

Nelson Chi Kwok Chui

Stephanie Wing Kee Lau

Fiona Po Yu Lam

Raymond Wong

#### **Safeguarding Leader**

Chin Yin Cheung

#### **Trustee Members**

Pastor Hung Lung Kwok

Nelson Chi Kwok Chui

Stephanie Wing Kee Lau

#### **Charity number**

1203293

#### **Operating Address**

St Philemon's Church

78 Admiral Street

Toxteth, Liverpool

L8 8BR

#### **Email address**

[admin@cuk.me.uk](mailto:admin@cuk.me.uk)

#### **Website**

[www.cukliverpoolchurch.org](http://www.cukliverpoolchurch.org)

#### **Independent examiner**

Oscar Ip & Co. Chartered Accountants

23 Argyle Street, Liverpool, L1 5BL

# **CUK Liverpool Church, Liverpool**

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# **CUK Liverpool Church, Liverpool**

## **Trustees' Annual Report**

*For The Period Ended 31 May 2024*

Trustee members present their annual and financial statements for the year ended 31 May 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008.

### **Objectives and activities**

We are a group of Christians from Hong Kong who believe in one true God, the Trinity of the Father, and the Son and the Holy Spirit. CUK Liverpool Church is established in October 2021 and officially started worship service in November 2021 in church. Our responsibility is to advance the Christian faith in particular (but without limitation) by providing worship, prayer and Christian teaching.

Since November 2021, St Philemon's C of E Church has become our worship venue. We hold worship every Saturday morning and we welcome everyone from different backgrounds or ethnicity but specially serving the influx of new immigrants from Hong Kong and their families. Our mission is to spread the gospel to the non-Christians and bring them to Jesus, bible teaching from infants to elderly, and caring for their spiritual and daily life needs. Our fundamental aim is to create a group of people watches over each other and to become a blessing to the local community.

Our founder of CUK is Senior Pastor Matthew Hung Lung Kwok, a graduate of Lutheran Theological Seminary (HK), who started full time ministry since 2009 and has pastored the Lutheran Church and the Missionary Church of Hong Kong for more than ten years.

The normal pattern of Saturday worship is:

- The weekly service starts at 11 am in church which provides a quiet, intimate, and reflective environment for worship. Kids and youths' activities are provided during the church service.
- Young adults' activities are held at the fourth week of each month after the worship.
- Baptism takes place annually during the Easter period.
- Christianity explained course is held weekly at 10am in church.
- Couples fellowship is held in the second week of each month after the worship and Disciples fellowship is held in the third week of each month after the church service.
- Various small groups are held throughout the week via Zoom or Google Meet.
- Various bible study courses are held throughout the year by different pastors via Zoom.

# **CUK Liverpool Church, Liverpool**

## **Trustees' Annual Report (continued)**

*For The Period Ended 31 May 2024*

All are welcome to attend our regular services. The average attendance in 2024 has been approximately 160 adults and 50 children. We have celebrated a baptism service with 7 people being baptised. In 2024 we have 66 church members on the electoral roll at CUK Liverpool Church during the year.

### **The achievements and performance of the charity during the year**

CUK Liverpool Church is officially registered as a charity in May 2023. The main purpose of CUK being a charity is to give back to the local community in the spirit of Jesus Christ and spreading God's love to those who are seeking His presence. Let God's love transform our communities and change lives.

It was only our first year running as a charity, we started in steady pace and exploring variety of activities to further the charity's purpose for the public benefit. We provide services through our weekly worship in church as well as individual care and visitation for followers as well as non-followers in order to propagating God's love regardless of who you are. We benefit primarily but not exclusively of Hong Kong residents within the area of Merseyside and the Northwest Region.

For the year ending 31 May 2024, CUK had organised multiple seminars in order to provide knowledge, care and support to Hong Kong residents for settling in and to have better understanding of the UK culture. The seminars were opened for everyone regardless they are Christians or non-Christians:

- UK Tax seminar. In September 2023, we had invited an UK chartered accountant to our church and held a seminar on UK tax regulations and other tax matters relating to their lives. Through participation and interactive Q&As, the Hong Kong residents should have better knowledge of becoming law abiding citizens in UK.
- Midlife crisis seminar. In June 2024, CUK held another interactive seminar of giving guidance to the participants to take care of their physical and mental health. This seminar was particularly targeted for those who were struggling to settling in UK due to the language and the cultural difference.

Both seminars ran successfully on the day and the feedback received were widely positive. The main reason is most of the Hong Kong residents are still at the settling in stage and majority are not proficient in English speaking. Therefore with these talks held in their native language, the participants' understanding was so much deeper and were more willing to be involved.

# **CUK Liverpool Church, Liverpool**

## **Trustees' Annual Report (continued)**

*For The Period Ended 31 May 2024*

Besides of the seminars, we have been providing interpreting and translation services for Hong Kong residents, who speak little or no English at all and are not necessarily Christians, assisting and accompany them in seeing a doctor, applying for various applications, finding schools, finding accommodations etc. This service is particularly beneficial for the Hong Kong newcomers, making them easier to integrate into the community.

Our Senior Pastor has also provided free services to conduct Christian funeral ceremonies for Hong Kong residents in the local area. As the service was conducted in Cantonese, which was beneficial for the participants who attended the service.

All the services were organised by our regular Christian volunteers of CUK during the year. We believe the love, the knowledge and the time they were willing to give to the community was far greater than simply donations.

### **Plans for the future**

- Continue to provide free related seminars to benefit for the Hong Kong community in the local area. A seminar has already organised for April 2025, collaborating with another Chinese charity, Chinese Wellbeing on the prevention of dementia and guidance on physical and mental health.
- Continue to provide care, knowledge and time for the Hong Kong residents especially the newcomers to settling in UK.
- Set up Outreach Ministry to support the local community by liaising/ collaborating with other charitable organisations, including other churches. Initial plans are providing free food, home visits in order to benefit for those who are in need.
- Explore options to collaborate with local care homes/ organisations in the hope of providing care and visit the elderly living alone in the community.
- Invest in training for the church's ministry leaders and recruitment, possibility of recruiting additional pastor to provide sufficient pastoral care to our kids and youth ministries as well as providing support to our future generations in the wider community.

# **CUK Liverpool Church, Liverpool**

## **Trustees' Annual Report (continued)**

*For The Period Ended 31 May 2024*

### **Safeguarding Report**

Pastor Matthew Kwok, as safeguarding officer, has reported that the church is committed to the safeguarding of children and vulnerable adults and to supporting those who have been victims of abuse, as well as those who may present a risk to others. Our church has complied with the duty under "Promoting a Safer Church" (child protection and vulnerable adults policy).

Apart from a safeguarding officer, we also have a senior leader as well as two safeguarding recruiters. Those who work with vulnerable groups in church are recruited in accordance with the Practice Guidance Safer Recruitment July 2021. DBS checks are renewed every three years and all those who have been safely recruited and all members of the church, have undertaken the appropriate safeguarding training within the last 3 years and completed DBS checks.

Contact details for those wishing to obtain advice, raise any concerns or make referrals to the statutory authorities are in our CUK Liverpool Church safeguarding policy.

Safeguarding information is displayed in our church's reception every Saturday when we hold our service.

There is adequate insurance cover for all activities involving children or adults undertaken in the name of the church.

There have been no issues of safeguarding concern reported during 2023 - 2024.

### **Financial review**

This is our first year of preparing the annual financial report under charitable status. From May 2023 until May 31 2024, it showed that CUK Liverpool Church had sustained a healthy growth of the financial position.

#### **Income**

Giving by various methods (cash and internet banking transfer) and donations remained stable and gradually increasing. Here are some of the figures:

Total giving £72,749

Donations £72,749

# **CUK Liverpool Church, Liverpool**

## **Trustees' Annual Report (continued)**

*For The Period Ended 31 May 2024*

### **Expenditure**

Our main expenditures included monthly salary to Pastor Matthew Hung Lung Kwok as well as the venue hiring fee to St Philemon's Church. Here are some of the figures:

Wages £12,267

Venue hiring fee £13,945

Church supplies £2,515

### **Investments**

The church holds various endowment funds, one as a daily income and expenditure account and the other accrues interest in the fund for building pledge.

### **Conclusion**

In spite of sudden increase for venue hiring fee due to energy prices increase in 2024, the church finances are in a good position. This has been achieved by continued giving in all forms by all connected with CUK Liverpool Church, together with control of both expenditure and cash flow.

There are sufficient funds and reserves to support all aspects of CUK Liverpool Church's work in the community.

### **Structure, governance and management**

The method of appointment of members is set out in our CUK Liverpool Church Constitution.

At CUK, the membership consists of the Senior Pastor (the founder of the church), Board of Deacons, elected by those in the congregation who are the Members of the Church. Each deacon is responsible to different ministry such as Worship Ministry, Treasurer, Care Ministry, Secretary and General Operations Ministry. There are Ministry Leaders who are elected by the approval of at least one of the Deacons and the Senior Pastor.

The Board of Deacons held monthly meetings via Zoom and are responsible for making decisions on all matters of general concern and importance to the church, including deciding on how the funds of the church are to be spent. Any major risks have been reviewed and systems and procedures established to manage those risks. All discussions are recorded in minutes reports and safely filed for future reference.

Apart from our senior pastor is on the charity's payroll, all act on a voluntary basis and no remuneration paid to any member of the church, management or Trustees.



## **CUK Liverpool Church, Liverpool**

### **Trustees' Annual Report (continued)**

*For The Period Ended 31 May 2024*

CUK Liverpool Church is a registered charity. All trustees are elected from the Board of Deacons and must complete a Declaration of Eligibility and sign an agreement to comply with their responsibilities as trustees set out in the Charity Commission's guidance. They must also have undertaken a DBS disclosure and undertake appropriate safeguard training.

The Articles of Association stipulate that there are to be at least 3, and no more than 15 trustees. The Board of Trustees currently has three members. All three trustees are also deacons of the church. The Trustees in office on the date the report was approved by:

Pastor Matthew Hung Lung Kwok, Mr Nelson Chi Kwok Chui and Ms Stephanie Wing Kee Lau

The trustees who served as a trustee in the reporting period were as shown above, and there were no changes during the year, or in the period between the year end and the approval of the accounts.

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Matthew Hung Lung Kwok

Chair of the Trustees

24 March 2025

# **CUK Liverpool Church, Liverpool**

## **Trustees' Annual Report (continued)**

*For The Period Ended 31 May 2024*

### **Financial Statement of the Trustees' Responsibilities**

The charity's trustees are responsible for the preparation of the account in accordance with the terms of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008.

In particular, the Charity Law requires the Board of Trustees 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 of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:

- To prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- 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.

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity. The trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under 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 statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

## **CUK Liverpool Church, Liverpool**

### **Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the period ended 31 May 2024**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31 May 2024

#### **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").

#### **Independent Examiner's Statement and scope of work undertaken**

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.

Signed:

#### **Oscar Ip FCA**

Oscar Ip & Co. Chartered Accountants  
23 Argyle Street  
Liverpool  
L1 5BL

24 March 2025

	Charity Name		No (if any)		
	CUK Liverpool Church				
	Receipts and payments accounts				
	For the period from	Period start date	To	Period end date	
		26/05/2023		31/05/2024	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	72,749	-	-	72,749	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	72,749	-	-	72,749	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	72,749	-	-	72,749	-
A3 Payments					
DBS Fee	306	-	-	306	-
Hiring Fee	13,945	-	-	13,945	-
Insurance	274	-	-	274	-
Other legal and prof	2,580	-	-	2,580	-
Pensions	1,088	-	-	1,088	-
Postage	4	-	-	4	-
Rates	40	-	-	40	-
Stationery and printing	539	-	-	539	-
Subscriptions	523	-	-	523	-
Sundry	1,973	-	-	1,973	-
Travel and subsistence	1,053	-	-	1,053	-
Wages and salaries	12,267	-	-	12,267	-
	-	-	-	-	-
Sub total	34,592	-	-	34,592	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	34,592	-	-	34,592	-
Net of receipts/(payments)	38,157	-	-	38,157	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	38,157	-	-	38,157	-

## 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 account	38,835	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	38,835	-	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Other taxes and social security	678	-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	