



## African Pastors' Fellowship

Trustees' Report and Financial Statements for the year  
ended 31 December 2020

Registered Charity number 282756

African Pastors' Fellowship  
Financial Statements  
for the year ended 31 December 2020

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## Report of the trustees

The trustees of the African Pastors' Fellowship ("the Charity") have pleasure in presenting their report and financial statements for the year ended 31 December 2020. The financial statements comply with the Charities Act 2011, the Constitution and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (updated 1 January 2019).

### OBJECTIVES AND ACTIVITIES

As set out in its Constitution, the Charity is established for the advancement of the Christian Religion by the provision of financial, spiritual and medical assistance to Church leaders of all denominations and their dependents in Africa, and other such countries as from time to time may be determined, and the training of such leaders. This is achieved by providing:

- A:
1. Local Training courses
  2. Related literature in relevant languages
  3. Basic equipment for ministry – books, bicycles, etc
  4. Additional pastoral care
- B: Expanding a fellowship of supporters who will aid the work of the African Pastors' Fellowship in developing countries through prayer and practical giving.

In shaping the objectives for the year and planning activities, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

*The vision of APF is to empower Christian leaders so as to enable effective ministry that delivers community transformation through the local church.*

*The mission of APF is to develop the capacity of Christian leaders in partnership with African agencies to provide training, equipment and pastoral care (APF pastor the pastors that pastor the pastors).*

The ultimate goal of our charitable objectives is to bring community transformation, mainly in rural sub-Saharan east Africa, through the local church (registered networks, denominations and related partner NGOs). This is achieved largely through investment in capacity building of faith community leaders (both lay and ordained). The future strategy is to resource and release indigenous leaders with vision, capacity and an existing ministry 'pastoring pastors' so as to increase, multiply and better culturally contextualise the work. Some projects bring obvious and immediate community transformation (such as sustainable domestic solar technology) while other projects (such as training in family values, entrepreneurship and sustainable farming) will bring lasting benefit in the longer-term.

## ACHIEVEMENTS AND PERFORMANCE

### Activity

Despite the Covid-19 pandemic APF enjoyed a productive year. Although some aspects of our work were not possible for some or all of the year, notably the expansion and scaling of eVitabu in Africa and gathered training events, the Covid-19 Relief Fund, established as early as April 2020 gained substantial donor support and a large number of Covid-19 related mitigation projects and pastoral grants were disbursed. Highlights from APF's activities over the course of the year include:

- 78 individual grants disbursed for all causes.
- 300 pastors and Christian leaders using the eVitabu library resource hub, reaching 30,000 churches and an estimated 300,000 people across 15 nations.
- 450 new resources uploaded to eVitabu and three induction workshops delivered by our Kenyan eVitabu support worker Rossa Wanjiru.
- 25 in-service training conferences in Kenya, Rwanda, Tanzania and Uganda sponsored reaching 5,000 Sunday school teachers, lay leaders, women's leaders and pastors.
- Three seminaries and churches supported with land purchases, infrastructure improvements, student scholarships and the development of an IT suite.
- 250 leaders from as far afield as Liberia to Zambia gathered for inspirational Bible teaching, theological reflection, networking and mutual support in ten online pastor gatherings on Zoom.
- 1,970 indigenous and fruit tree saplings planted in Ugandan Anglican, Baptist and Pentecostal churches as part of the Jubilee Tree initiative. Forestry expert Bernadette Kabonesa ran training for pastors and church members covering tree spacing, planting methods and environmental and community benefits of the project.
- 500 local language Bibles distributed in hard-to-reach regions.
- Camels procured for the Ilchamus and Pokot pastors in western Kenya.
- 79 villages in southern Malawi and 5 communities in Zambia impacted by *Growing Greener*, our church based agricultural training project improving harvests, health and church rural outreach.
- 25 rural parishes have access to light and power in Tanzania and Rwanda through *Let There Be Light* solar project.
- 50 Covid-19 Relief and Pastoral grants ranging from £50 to £500 awarded to partners in ten nations for hygiene and sanitation, emergency food supplies, school fees, urgent medical care, NGO operating costs, support for victims of sexual violence and start-up income generation projects.

## Achievements

The activity outlined above represents a remarkable return on limited resources in exceptionally challenging circumstances. It is hugely valuable in meeting the charity's core objectives. Although limiting progress on our strategic objectives around eVitabu, the pandemic served as a helpful reminder that a key part of APF's ministry is pastoral care, which sometimes needs to be expressed in tangible and practical ways.



***"eVitabu is a library where all the books I need are in this one app"***

Pastor Alex Sokiri, Morobi Refugee Camp



***"We have used eVitabu so much and have seen many lives changed."***

Revd Francis Esomu, Atirir Bible School

## In the UK

APF has an outstanding and dedicated team of full and part-time staff which is supported by an experienced Trustees board. Some of the notable UK activity and achievement during 2020 was as follows:

- Over 100 workdays spent supporting African partners through remote contact or physical visits in Africa.
- Over 100 midweek meetings with UK partners and supporters either online or in person.
- 95 funding bids resulting in 20 successful applications and eight new trust donors.
- 40 workdays of African project management
- 30 Sunday church engagements in-person and online
- 20 workdays of consultancy and pro bono eVitabu development time
- 50 workdays dedicated to maintaining exceptional governance and compliance.
- £15,000 funding received through social media marketing and publicity.
- Two 'in memorial' gifts received including one for children's and youth worker training.
- Two new team members appointed: Susan Gollins, UK Finance Coordinator and Rossalynne Wanjiru, Kenya eVitabu Support Worker.

## **FINANCIAL REVIEW**

### **Finances in 2020**

2020 was a satisfactory year from a financial perspective. Overall, income was down by approximately 10% or £16,000, but this masked a pleasing increase in donations and gifts of £20,000. However, this was offset by a reduction of around £10,000 in grants received and £27,000 in legacies received.

Expenditure was down by 14% or £24,000 reflecting our Covid-19 induced inability to visit Africa as often as we had budgeted or to move ahead with a range of African projects during lockdown periods.

The result of all this is that restricted funds are at a very high level (£44,933). We are acutely aware of this and are budgeting to reduce these funds as soon as it is prudent to do so.

We remain very grateful for the generosity of our supporters who continue to provide for the work of APF through regular giving, responding to appeals and from gifts in wills. We also continue to benefit from generous gifts from grant making trusts.

Overall, our finances remain satisfactory, enabling us to move forward with our strategic objectives.

### **Pension Liabilities and Reserves Policy**

As explained below, the accounting policies of FRS102 require us to include as a liability agreed deficit contributions to be paid to the Baptist Pension Scheme over the next 8 years. At the year end, that liability was £42,513 (2019: £47,317).

The effect of this in our accounts is to reduce our reserves by this amount leaving us with funds as follows:

|                             |                 |
|-----------------------------|-----------------|
|                             | £               |
| General un-restricted funds | 45,764          |
| Designated pension reserve  | <u>(42,513)</u> |
| Total un-restricted funds   | 3,251           |
| Restricted funds            | <u>44,933</u>   |
| Total funds                 | <u>48,184</u>   |

As noted above the pension reserve will crystallise over the next 8 years and consequently the Trustees feel it appropriate to exclude this amount from general funds when making decisions regarding the reserves policy and future expenditure. Therefore, the Trustees have agreed that

the current policy remains appropriate, which is to maintain, as a minimum, sufficient general funds to cover at least three months' unavoidable costs, being approximately £22,000.

The Trustees are confident that the charity will have sufficient cashflows to meet the annual liabilities as they become due, and, at this stage, see no reason to curtail charitable expenditure from planned levels in order to maintain reserves sufficient to meet the liability in full over the next 8 years. The Trustees will, however, continue to monitor this situation carefully.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The African Pastors' Fellowship is a registered charity (No. 282756) and governed by its Constitution originally adopted on 1 June 1981 and subsequently amended on 27 November 1990, 16 June 1999 and 27 March 2003.

### **Appointment of trustees, induction & training**

New Trustees are appointed by invitation to join the Board given that they have the necessary skills and experience to contribute to the Trust's activities and to be able to discharge their obligations as Trustees.

### **Management**

The Trustees delegate the day to day running and administering of the Charity and its activities to the CEO and UK staff team.

## **REFERENCE AND ADMINISTRATIVE INFORMATION**

### **Trustees:**

|                          |   |                         |
|--------------------------|---|-------------------------|
| Revd Richard Suffern     | - | Chairman                |
| Mr John Chambers         | - | Treasurer               |
| Revd David J Howard      |   |                         |
| Revd Richard Tucker      |   |                         |
| Revd Andrew North        |   |                         |
| Mr Andrew Richardson     |   |                         |
| Revd John Martin         |   | (resigned 20 May 2020)  |
| Mrs Florence Anne Lyttle |   | (appointed 25 Nov 2020) |

### **Chief Executive Officer:**

Revd David Stedman

### **Projects Coordinator:**

Mr Geoff Holder

### **Finance Coordinator:**

Mrs Michelle Anderson (resigned 31 Aug 2020)  
Mrs Susan Gollins (appointed 1 Aug 2020)

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**Charity Number:** 282756

**Registered Office:**

Station House  
Station Approach  
Adisham  
Canterbury  
CT3 3JE

**Independent Examiner:**

Karen Hanlan, ACA  
Karen Hanlan Independent Examiner Limited  
12 Waterloo Close  
Wellesbourne  
CV35 9JG

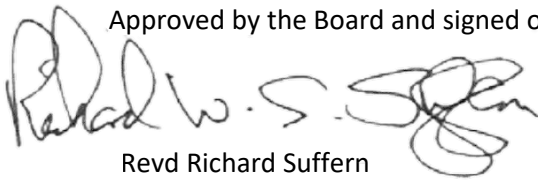
**Bankers:**

Yorkshire Bank  
7-11 High Street  
Coventry  
CV1 5SB

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
ME19 4JQ

CCLA Investment Management  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

Approved by the Board and signed on its behalf by:



Revd Richard Suffern  
*Chairman of Trustees*

19<sup>th</sup> June 2021.

Date



## **Statement of trustees' responsibilities**

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and UK Accounting Standards including Statement of Recommended Practice 2015 'Accounting and Reporting by Charities'.

The trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the surplus or deficit incurred by the Charity for that year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to exist.

The trustees have overall responsibility for ensuring that the Charity has an appropriate system of controls, financial and otherwise.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011.

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 and to provide reasonable assurance that:

- the Charity is operating efficiently and effectively;
- its assets are safeguarded against un-authorised use or disposition;
- proper records are maintained and financial information used within the Charity or for publication is reliable;
- the Charity complies with relevant laws and regulations.

## **Independent Examiner's Report to the Trustees of the African Pastors' Fellowship**

I report to the trustees on my examination of the accounts of the African Pastors Fellowship ('the Charity') for the year ended 31 December 2020 which are set out on pages 11-28.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the Charity'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 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I can 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 Charity as required by section 130 of the 2011 Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do 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.



Karen Hanlan, Institute of Chartered Accountants, England & Wales  
Karen Hanlan Independent Examiner Limited  
12 Waterloo Close, Wellesbourne, CV35 9JG

Date 19/6/21

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## Statement of financial activities

|                                    | Note | Un-<br>restricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>2020<br>£ | Total<br>funds<br>2019<br>£ |
|------------------------------------|------|---------------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>INCOME FROM:</b>                |      |                                 |                          |                             |                             |
| Donations and legacies             | 1    | 81,601                          | 63,843                   | <b>145,444</b>              | 162,253                     |
| Other trading activities           | 2    | 2,391                           | -                        | <b>2,391</b>                | 1,173                       |
| Investments                        |      | 3                               | -                        | <b>3</b>                    | 57                          |
| <b>TOTAL INCOME</b>                |      | <b>83,995</b>                   | <b>63,843</b>            | <b>147,838</b>              | <b>163,483</b>              |
| <b>EXPENDITURE ON:</b>             |      |                                 |                          |                             |                             |
| Raising Funds                      |      | (19,626)                        | -                        | <b>(19,626)</b>             | (26,855)                    |
| Charitable activities              |      | (70,167)                        | (54,693)                 | <b>(124,860)</b>            | (141,605)                   |
| Other expenditure                  |      | (772)                           | -                        | <b>(772)</b>                | (1,150)                     |
| <b>TOTAL EXPENDITURE</b>           | 3    | <b>(90,565)</b>                 | <b>(54,693)</b>          | <b>(145,258)</b>            | <b>(169,610)</b>            |
| <b>Net gains on investments</b>    |      | <b>2,745</b>                    | -                        | <b>2,745</b>                | <b>7,235</b>                |
| <b>Net (expenditure)/ income</b>   |      | <b>(3,825)</b>                  | <b>9,150</b>             | <b>5,325</b>                | <b>1,108</b>                |
| Transfers between funds            |      | (9,385)                         | 9,385                    | -                           | -                           |
| Other recognised gains/(losses)    | 12   | 1,840                           | -                        | <b>1,840</b>                | (717)                       |
| <b>NET MOVEMENT IN FUNDS</b>       |      | <b>(11,370)</b>                 | <b>18,535</b>            | <b>7,165</b>                | <b>391</b>                  |
| <b>RECONCILIATION OF FUNDS</b>     |      |                                 |                          |                             |                             |
| Total funds brought forward        |      | 14,621                          | 26,398                   | <b>41,019</b>               | 40,628                      |
| <b>Total funds carried forward</b> |      | <b>3,251</b>                    | <b>44,933</b>            | <b>48,184</b>               | <b>41,019</b>               |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

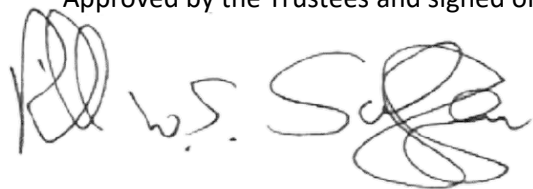
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## Balance sheet

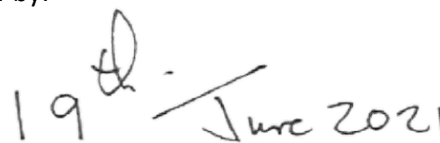
|  | Notes | 2020<br>£       | 2019<br>£ |
|--|-------|-----------------|-----------|
| <b>Fixed Assets</b>                                  |       |                 |           |
| Tangible assets                                      | 5     | -               | -         |
| Investments  | 6     | <b>55,374</b>   | 52,861    |
|  |       | <b>55,374</b>   | 52,861    |
| <b>Current Assets</b>                                |       |                 |           |
| Debtors  | 7     | <b>18,553</b>   | 23,408    |
| Cash at bank and in hand                             |       | <b>28,087</b>   | 14,527    |
| <b>Total current assets</b>                          |       | <b>46,640</b>   | 37,935    |
| <b>Current Liabilities</b>                           |       |                 |           |
| Creditors: amounts falling due within one year       | 8     | <b>(16,387)</b> | (7,447)   |
| <b>Net current assets</b>                            |       | <b>30,253</b>   | 30,488    |
| Creditors: amounts falling due in more than one year | 9     | <b>(37,443)</b> | (42,330)  |
| <b>Net assets</b>                                    |       | <b>48,184</b>   | 41,019    |
| <b>Funds of the Charity:</b>                         |       |                 |           |
| Restricted Funds                                     | 10    | <b>44,933</b>   | 26,398    |
| Unrestricted Funds                                   |       |                 |           |
| - General  | 10    | <b>45,764</b>   | 61,938    |
| - Designated pension liability                       | 10    | <b>(42,513)</b> | (47,317)  |
| Total un-restricted funds                            |       | <b>3,251</b>    | 14,621    |
| <b>Total funds of the Charity</b>                    |       | <b>48,184</b>   | 41,019    |

The accompanying accounting policies and notes form part of these financial statements.

Approved by the Trustees and signed on their behalf by:



Revd Richard Suffern  
Chairman of Trustees



Date

## **Principal accounting policies**

### **Basis of preparation**

The financial statements have been prepared in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (updated 1 January 2019) – (Charities SORP (FRS102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **Going Concern**

The financial statements have been prepared on a going concern basis which assumes that the charity will continue to operate. The validity of this assumption is dependent upon the continuance of support from its donors. The charity's budget for 2021 shows that the charity will be able to operate in the foreseeable future. Based on this understanding the trustees believe that it remains appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments, which would result from the basis of preparation being inappropriate.

### **Funds**

General accumulated funds are unrestricted funds available for general purposes and include funds designated for a particular purpose; the use of such funds remains at the discretion of the trustees.

Restricted funds are funds subject to conditions imposed by the donor or by specific terms of the appeal under which the funds are raised. The restrictive conditions are binding upon the Charity.

### **Income and expenditure**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably. Income relating to future periods is deferred until activity takes place.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Staff costs are allocated to expenditure categories in accordance with the amount of time spent by staff across the different activities in which the Charity operates.

## **Principal accounting policies (continued)**

Irrecoverable VAT is allocated to the expense heading to which it relates in accordance with standard accounting practice

### **Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP FRS 102, general volunteer time is not recognised.

On receipt, donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay for the facilities provided; a corresponding amount is then recognised in expenditure in the period of receipt.

### **Investment income**

Bank interest and dividends are shown on the basis of amounts receivable in the year.

### **Tangible fixed assets**

Depreciation is provided at a rate calculated to write off the cost on a straight-line basis over the estimated useful life of the asset at the following rates:

|                             |   |         |
|-----------------------------|---|---------|
| Office & Computer equipment | - | 3 years |
|-----------------------------|---|---------|

Fixed assets are capitalised when their cost exceeds £500.

### **Investments**

Investments are initially recognised at cost and subsequently measured at their market value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

### **Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **Creditors**

Creditors are recognised when the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### **Taxation**

As a registered charity, no provision is considered necessary for taxation.

## **Principal accounting policies (continued)**

### **Pensions**

The Charity makes contributions to a Pension Scheme at rates determined by the rules of the scheme. Contributions are charged to employee costs in the year in which they are payable.

The Charity also participates in the Baptist Pension Scheme and has been notified of the estimated employer debt on withdrawal from the scheme based on the financial position of the scheme as at 31 December 2016. See note 12 for further information.

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## Notes to the financial statements

### 1. Income from donations and legacies

|                             | 2020               |                 |                |
|-----------------------------|--------------------|-----------------|----------------|
|                             | Un-restricted<br>£ | Restricted<br>£ | Total<br>£     |
| Gifts and donations         | 65,456             | 33,671          | 99,127         |
| Gift Aid receivable         | 11,150             | -               | 11,150         |
| Legacies receivable         | 1,533              | 3,572           | 5,105          |
| Grants                      | -                  | 26,600          | 26,600         |
| Donated facilities/services | 3,462              | -               | 3,462          |
|                             | <b>81,601</b>      | <b>63,843</b>   | <b>145,444</b> |

|                     | 2019               |                 |                |
|---------------------|--------------------|-----------------|----------------|
|                     | Un-restricted<br>£ | Restricted<br>£ | Total<br>£     |
| Gifts and donations | 62,080             | 17,200          | 79,280         |
| Gift Aid receivable | 10,616             | -               | 10,616         |
| Legacies receivable | 29,380             | 2,500           | 31,880         |
| Grants              | 2,750              | 34,727          | 37,477         |
| Donated facilities  | 3,000              | -               | 3,000          |
|                     | <b>107,826</b>     | <b>54,427</b>   | <b>162,253</b> |

Donated facilities comprise the use of office space provided free of charge.

### 2. Income from trading activities

|                    | 2020<br>£    | 2019<br>£    |
|--------------------|--------------|--------------|
| Fundraising events | 1,361        | 1,173        |
| Fees receivable    | 1,030        | -            |
|                    | <b>2,391</b> | <b>1,173</b> |



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## Notes to the financial statements (continued)

### 3. Analysis of expenditure

|  | Raising funds | Charitable activities | 2020<br>Other Expenditure | Total          |
|--|---------------|-----------------------|---------------------------|----------------|
|  | £             | £                     | £                         | £              |
| Investment managers fees                   | 233           | -                     | -                         | 233            |
| Salaries (including £8,241 restricted)     | 18,039        | 59,669                | -                         | 77,708         |
| Printing & publicity                       | 1,354         | -                     | -                         | 1,354          |
| African project costs - restricted         | -             | 46,453                | -                         | 46,453         |
| Africa conference & training               | -             | 517                   | -                         | 517            |
| African visit & travel costs               | -             | 2,262                 | -                         | 2,262          |
| News & Prayer publications                 | -             | 4,875                 | -                         | 4,875          |
| UK office costs (including in-kind £3,000) | -             | 5,543                 | -                         | 5,543          |
| Postage & stationary                       | -             | 777                   | -                         | 777            |
| UK travel & hospitality                    | -             | 1,160                 | -                         | 1,160          |
| UK Training                                | -             | 1,950                 | -                         | 1,950          |
| Website costs                              | -             | 754                   | -                         | 754            |
| Independent Examiners' fee                 | -             | 900                   | -                         | 900            |
| Trustees meetings and expenses             | -             | -                     | -                         | -              |
| Interest cost on pension liability         | -             | -                     | 772                       | 772            |
| <b>Total</b>                               | <b>19,626</b> | <b>124,860</b>        | <b>772</b>                | <b>145,258</b> |

|   | Raising funds | Charitable activities | 2019<br>Other Expenditure | Total          |
|---|---------------|-----------------------|---------------------------|----------------|
|   | £             | £                     | £                         | £              |
| Investment managers fees                      | 255           | -                     | -                         | 255            |
| Salaries (including £7,054 restricted)        | 18,480        | 55,436                | -                         | 73,916         |
| Printing & publicity                          | 2,026         | -                     | -                         | 2,026          |
| Fundraising consultants                       | 5,562         | -                     | -                         | 5,562          |
| Fundraising events                            | 532           | -                     | -                         | 532            |
| African project costs - restricted            | -             | 54,786                | -                         | 54,786         |
| African visit & travel costs                  | -             | 12,464                | -                         | 12,464         |
| Impetus (news and prayer letter) publications | -             | 6,123                 | -                         | 6,123          |
| UK office costs (including in-kind £3,000)    | -             | 6,404                 | -                         | 6,404          |
| Postage & stationery                          | -             | 1,040                 | -                         | 1,040          |
| UK travel & hospitality                       | -             | 3,707                 | -                         | 3,707          |
| UK training costs                             | -             | 360                   | -                         | 360            |
| Independent Examiners' fee                    | -             | 900                   | -                         | 900            |
| Trustees meetings and expenses                | -             | 385                   | -                         | 385            |
| Interest cost on pension liability            | -             | -                     | 1,150                     | 1,150          |
| <b>Total</b>                                  | <b>26,855</b> | <b>141,605</b>        | <b>1,150</b>              | <b>169,610</b> |

## Notes to the financial statements (continued)

### 4. Analysis of staff costs, trustee remuneration and expenses

|  | 2020          | 2019          |
|--|---------------|---------------|
|  | £             | £             |
| Salaries   | 70,251        | 66,334        |
| National Insurance                                 | 2,745         | 3,013         |
| Pensions (Baptist Pension Scheme – see note 12)    | 4,250         | 4,166         |
| Pensions (Other schemes)                           | 462           | 403           |
| Total  | <u>77,708</u> | <u>73,916</u> |
|  | No.           | No.           |
| Average number of employees (full-time equivalent) | <u>2</u>      | <u>2</u>      |

No employee had employee benefits in excess of £60,000 (2019: £nil).

Key management personnel comprise the Chief Executive Officer and the Trustees. Employee benefits for key management personnel total £50,481 including pension contributions.

The charity Trustees were not paid nor received any other benefits from employment or provision of professional services in the year (2019 £nil). Travel expenses and training course costs totalling £471.80 were reimbursed to two Trustees in 2019 (2020 £nil). One trustee undertook a trip to Rwanda in 2019 on APF's behalf and some of his subsistence costs for that trip were covered by the charity.

### 5. Tangible fixed assets

|                              | Office<br>Equipment<br>£ |
|------------------------------|--------------------------|
| <b>Cost</b>                  |                          |
| At beginning and end of year | <u>3,501</u>             |
| <b>Depreciation</b>          |                          |
| At beginning and end of year | <u>3,501</u>             |
| <b>Net Book Value</b>        |                          |
| At 31 December 2019 and 2018 | <u>-</u>                 |

## Notes to the financial statements (continued)

### 6. Investments

|                               | 2020          | 2019          |
|-------------------------------|---------------|---------------|
|                               | £             | £             |
| At beginning of the year      | 52,526        | 55,280        |
| Additions                     | -             | 11            |
| Disposals                     | -             | (10,000)      |
| Revaluations                  | 2,745         | 7,235         |
|                               | <u>55,271</u> | <u>52,526</u> |
| At end of year                | <u>55,271</u> | <u>52,526</u> |
| Historical cost               | <u>48,000</u> | <u>48,000</u> |
| <b>Investments comprised:</b> |               |               |
| Listed investment funds       | 55,271        | 52,526        |
| Cash awaiting investment      | 103           | 335           |
|                               | <u>55,374</u> | <u>52,861</u> |

### 7. Debtors

|                         | 2020          | 2019          |
|-------------------------|---------------|---------------|
|                         | £             | £             |
| Prepayments             | 1,493         | -             |
| Gift aid receivable     | 40            | 1,158         |
| Legacies receivable     | 17,020        | 22,000        |
| Other income receivable | -             | 250           |
|                         | <u>18,553</u> | <u>23,408</u> |

### 8. Creditors: amounts falling due within one year

|  | 2020          | 2019         |
|--|---------------|--------------|
|  | £             | £            |
| Accruals   | 1,950         | 905          |
| Other creditors including taxation and social security         | 1,767         | 1,555        |
| Deferred income  | 7,600         | -            |
| Liability for pension fund deficit contributions (see note 12) | 5,070         | 4,987        |
|  | <u>16,387</u> | <u>7,447</u> |

Deferred income relates to grants received for the benefit of the next financial year.

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## Notes to the financial statements (continued)

### 9. Creditors: amounts falling due in more than one year

|  | 2020<br>£     | 2019<br>£ |
|--|---------------|-----------|
| Liability for pension fund deficit contributions (see note 12) | <b>37,443</b> | 42,330    |

### 10. Funds

|                               | 2020                                    |                |                  |                |                         |                                   |
|-------------------------------|---|----------------|------------------|----------------|-------------------------|-----------------------------------|
|                               | Balance at<br>beginning<br>of year<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>£ | Gains/<br>(losses)<br>£ | Balance<br>at end<br>of year<br>£ |
| <b>Restricted funds</b>       |   |                |                  |                |                         |                                   |
| - Local Language Bibles       | 6,278                                   | 6,500          | (957)            | -              | -                       | 11,821                            |
| - eVitabu                     | 2,754                                   | 22,723         | (10,486)         | -              | -                       | 14,991                            |
| - Bicycles                    | 3,872                                   | 901            | (102)            | -              | -                       | 4,671                             |
| - Pastoral Care               | -                                       | 5,030          | (6,026)          | 4,900          | -                       | 3,904                             |
| - Training                    | -                                       | 950            | (9,701)          | 8,751          | -                       | -                                 |
| - St Paul's TC (Kapsabet)     | -                                       | 3,000          | (2,434)          | -              | -                       | 566                               |
| - Children's Workers Training | -                                       | 3,572          | (921)            | -              | -                       | 2,651                             |
| - Growing Greener             | 625                                     | 6,000          | (7,260)          | 635            | -                       | -                                 |
| - Jubilee Trees               | 2,563                                   | 1,907          | (3,171)          | -              | -                       | 1,299                             |
| - Other Solar projects        | 1,921                                   | -              | (813)            | 1,284          | -                       | 2,392                             |
| - Daily Bread (Solar oven)    | 8,145                                   | -              | -                | (8,145)        | -                       | -                                 |
| - Atirir Bible School         | -                                       | 928            | (101)            | -              | -                       | 827                               |
| - Covid Relief                | -                                       | 12,332         | (12,721)         | 1,960          | -                       | 1,571                             |
| - Mozambique Partnerships     | 240                                     | -              | -                | -              | -                       | 240                               |
|                               | <b>26,398</b>                           | <b>63,843</b>  | <b>(54,693)</b>  | <b>9,385</b>   | <b>-</b>                | <b>44,933</b>                     |
| <b>Unrestricted funds</b>     |   |                |                  |                |                         |                                   |
| - General fund                | 61,938                                  | 83,995         | (89,793)         | (13,121)       | 2,745                   | 45,764                            |
| - Designated pension reserve  | (47,317)                                | -              | (772)            | 3,736          | 1,840                   | (42,513)                          |
| <b>Total</b>                  | <b>41,019</b>                           | <b>147,838</b> | <b>(145,258)</b> | <b>-</b>       | <b>4,585</b>            | <b>48,184</b>                     |

Transfers to restricted funds relate to spending on projects from general funds where project funding was insufficient. Other transfers relate to a reallocation of funds to a different project on agreement of the relevant funder.

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## Notes to the financial statements (continued)

|   | 2019                                    |                |                  |                |                         |                                   |
|---|---|----------------|------------------|----------------|-------------------------|-----------------------------------|
|   | Balance at<br>beginning of<br>year<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>£ | Gains/<br>(losses)<br>£ | Balance<br>at end<br>of year<br>£ |
| <b>Restricted funds</b>                 |   |                |                  |                |                         |                                   |
| - Other literature (OM Bibles)          | 1,010                                   | 7,000          | (1,732)          | -              | -                       | <b>6,278</b>                      |
| - eVitabu (e-training tablet)           | -                                       | 16,090         | (13,336)         | -              | -                       | <b>2,754</b>                      |
| - Transport (Bikes)                     | 5,028                                   | 3,268          | (4,424)          | -              | -                       | <b>3,872</b>                      |
| - Pastoral Care                         | -                                       | 822            | (2,044)          | 1,222          | -                       | -                                 |
| - Training Uganda                       | 400                                     | 11,409         | (26,249)         | 14,440         | -                       | -                                 |
| - Growing Greener Malawi                | -                                       | 7,269          | (6,644)          | -              | -                       | <b>625</b>                        |
| - Jubilee Trees                         | -                                       | 5,048          | (2,485)          | -              | -                       | <b>2,563</b>                      |
| - Let There Be Light (Solar<br>project) | 1,921                                   | -              | -                | -              | -                       | <b>1,921</b>                      |
| - Daily Bread (Solar oven)              | 8,581                                   | -              | (436)            | -              | -                       | <b>8,145</b>                      |
| - Atirir Bible School                   | -                                       | 3,691          | (3,885)          | 194            | -                       | -                                 |
| - Africa Hope (Project Malawi)          | 1,015                                   | (410)          | (605)            | -              | -                       | -                                 |
| - Mozambique Partnerships               | -                                       | 240            | -                | -              | -                       | <b>240</b>                        |
|   | <b>17,955</b>                           | <b>54,427</b>  | <b>(61,840)</b>  | <b>15,856</b>  | <b>-</b>                | <b>26,398</b>                     |
| <b>Unrestricted funds</b>               |   |                |                  |                |                         |                                   |
| - General fund                          | 72,997                                  | 109,056        | (106,620)        | (20,730)       | 7,235                   | <b>61,938</b>                     |
| - Designated pension reserve            | (50,324)                                | -              | (1,150)          | 4,874          | (717)                   | <b>(47,317)</b>                   |
| <b>Total</b>                            | <b>40,628</b>                           | <b>163,483</b> | <b>(169,610)</b> | <b>-</b>       | <b>6,518</b>            | <b>41,019</b>                     |

Transfers to restricted funds relate to spending on projects from general funds where project funding was insufficient.

## Notes to the financial statements (continued)

Funds are for the following purposes:

**Local Language Bibles** (previously 'Other literature (OM Bibles)') – Across rural Africa, church leaders have very limited access to Bibles, especially in their own languages. Funding has been used to purchase and distribute Bibles to churches in remote areas through APF partners, for example to Pokot and Ilchamus people groups in western Kenya. Funding was provided through OM Special Projects.

**eVitabu** (previously 'eVitabu (e-training tablet)') – Funding is allocated for research, development, production and delivery of eVitabu, an e-training mobile app. Remaining true to APF's pioneering heritage and focus on training, eVitabu places an entire library of text, audio and video resources into the hands of African church and community leaders. eVitabu can be installed on Android devices popular in Africa and contains resources from academic institutions, development agencies, publishers and prominent Christian leaders in a range of languages. 2020 funding for eVitabu includes sponsorship of users and grants from the Deo Gloria Trust, Hinchley Charitable Trust, Tufton Charitable Trust, River Trust, Souter Charitable Trust, Radstock Trust, Seedfield Trust and others.

**Bicycles** (previously 'Transport (Bikes)') – Bicycles are an invaluable tool in rural Africa enabling church leaders to visit the communities they serve more easily, transport crops to and from market and generate additional household income. Funding in 2020 came from individual donors and St Luke's Church, Grayshott. During 2020, a bicycle grant was made to a partner in Uganda.

**Pastoral Care** – The Pastoral Care Fund enables APF to respond quickly when church leaders and their families experience serious and unforeseen difficulties or require travel grants and educational fees. Examples of how Pastoral Care grants were used during 2020 includes covering emergency medical costs in Uganda, income generation schemes for those in financial trouble in Kenya and supporting a land purchase in South Sudan when a church faced eviction.

**Training** (previously 'Training Uganda') – Funding supports theological education and pastoral formation training workshops in marginalised communities. Examples include workshop series run by partners in hard-to-reach areas of western Kenya and north-west Tanzania where most rural pastors have no formal training. Funding was also allocated to Rwanda where government regulations require pastors to have accredited theological qualifications through Wisdom Bible School and Église Évangélique de la Bonne Volonté au Rwanda.

**St Paul's TC (Kapsabet)** – A three-way partnership between APF, St Barbara's Church in Coventry and St Paul's Theological College in Kapsabet, Kenya. Funding is allocated for infrastructure improvements at St John's Theological College and to make good theological education more accessible across the region.

## Notes to the financial statements (continued)

**Children's Workers Training** – 'In memory' gifts used for children's and youth leader training in Rwanda through Word of Life in Western Province and Église Évangélique de la Bonne Volonté au Rwanda in Northern Province.

**Growing Greener** – APF partner New Life Christian Church runs a church-community poverty reduction and climate change adaptation project in rural southern Malawi called Growing Greener. The initiative combines community-based training in sustainable agriculture alongside a gospel message. Funding for Growing Greener comes from individual donations, an annual grant from Operation Agri grant and from Maranatha Community Church, Trowbridge. During 2020, the project was also piloted in Zambia by new APF partner Word of God Ministries.

**Jubilee Trees** – Working in partnership with the Baptist Union of Uganda and Climate Stewards, APF's Jubilee Trees project is planting thousands of indigenous trees around local Ugandan churches to provide shade, timber and fruit, and improve soils, water retention and eco-systems. By capturing carbon in the atmosphere, the trees are combatting climate change. Alongside donations from individual supporters and several UK churches, Climate Stewards match fund 50% of the project's budget.

**Other Solar projects** – APF works with church partners in Morogoro Diocese, Tanzania and Kigeme Diocese, Rwanda to provide household solar lighting and mobile phone charging income generation opportunities for church leaders. Using a small percentage of their mobile phone charging profits, pastors are paying back into the schemes so more solar units can be bought and others can benefit.

**Daily Bread (Solar Oven)** – With the agreement of donors, funding restricted to supporting a solar oven project for Atirir Bible School in Uganda was reallocated to Pastoral Care and Other Solar Projects categories. This was because efforts by the project partner to purchase the solar oven and build the required infrastructure had been unsuccessful.

**Atirir Bible School** – Funding supports theology students attending Atirir Bible School in rural north-eastern Uganda. Funding sources for 2020 includes individual donations and Canterbury Baptist Church.

**Covid Relief** – Established in April 2020, APF's Covid-19 relief campaign gained substantial donor support for a wide range of coronavirus and lockdown hardship related mitigation measures. Following a successful social media campaign, over 40 grants were made to African partners and contacts who applied for Covid-19 funding of between £50 and £500. Examples of grants made include food relief to vulnerable families via the Central Rift Baptist Convention in Kenya, the purchase of hygiene and sanitation resources in Uganda and South Sudan and PPE equipment in Burundi.

**Mozambique Partnerships** – Initial links were made to begin working more closely with the Baptist Convention in Mozambique and a team of IT contacts in the country.

## Notes to the financial statements (continued)

### 11. Analysis of net assets between funds

|   |                               |                             |                        |
|---|-------------------------------|-----------------------------|------------------------|
| Fund balances at 31 December 2020 are represented by: | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>Total<br/>Funds</b> |
|   | £                             | £                           | £                      |
| Fixed Assets  | -                             | -                           | -                      |
| Investments   | 55,374                        | -                           | 55,374                 |
| Current assets  | 1,707                         | 44,933                      | 46,640                 |
| Current liabilities                                   | (16,387)                      | -                           | (16,387)               |
| Long term liabilities                                 | (37,443)                      | -                           | (37,443)               |
| Total   | 3,251                         | 44,933                      | 48,184                 |

|   |                               |                             |                        |
|---|-------------------------------|-----------------------------|------------------------|
| Fund balances at 31 December 2019 are represented by: | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>Total<br/>Funds</b> |
|   | £                             | £                           | £                      |
| Fixed Assets  | -                             | -                           | -                      |
| Investments   | 52,861                        | -                           | 52,861                 |
| Current assets  | 11,537                        | 26,398                      | 37,935                 |
| Current liabilities                                   | (7,447)                       | -                           | (7,447)                |
| Long term liabilities                                 | (42,330)                      | -                           | (42,330)               |
| Total   | 14,621                        | 26,398                      | 41,019                 |

### 12. Pension commitments

#### ***Baptist Pension Scheme***

The Charity is an employer participating in a pension scheme known as the Baptist Pension Scheme ("the Scheme"), which is administered by the Pension Trustee (Baptist Pension Trust Limited). The Scheme is a separate legal entity and the assets of the Scheme are held separately from those of the Employer and other participating employers.

For any month, each participating employer in the Scheme pays contributions as set out in the Schedule of Contributions in force at that time.

The Scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined



## **Notes to the financial statements (continued)**

contribution scheme. The pensions costs charged to the SOFA in the year are contributions payable towards benefits and expenses accrued in that year, plus any impact of deficiency contributions (see below).

One member of staff is eligible to join the Scheme, which is not contracted out of the State Second Pension.

From January 2012, pension provision is being made through the Defined Contribution (DC) Plan within the Scheme. In general, members pay 8% of their Pensionable Income and employers pay 6% of members' Pensionable Income into individual pension accounts, which are operated and managed on behalf of the Pension Trustee by Legal and General Life Assurance Society Limited. In addition, the employer pays a further 4% of Pensionable Income to cover Death in Service Benefits, administration costs, and an associated insurance policy which provides income protection for Scheme members in the event that they are unable to work due to long-term incapacity. This income protection policy has been insured by the Baptist Union of Great Britain with Unum Limited. Members of the Basic Section pay reduced contributions of 5% of Pensionable Income, and their employers also pay a total of 5%. The further 4% contribution rate is reduced to 3% for Employer contributions made to the Segregated DC Arrangement.

Benefits in respect of service prior to 1 January 2012 are provided through the Defined Benefit (DB) Plan within the Scheme. The main benefits for pre-2012 service were a defined benefit pension of one eightieth of Final Minimum Pensionable Income for each year of Pensionable Service, together with additional pension in respect of premiums paid on Pensionable Income in excess of Minimum Pensionable Income. The Scheme, previously known as the Baptist Ministers' Pension Fund, started in 1925, but was closed to future accrual of defined benefits on 31 December 2011.

### **Actuarial valuation as at 31 December 2016**

A formal valuation of the Defined Benefit (DB) Plan was performed at 31 December 2016 by a professionally qualified Actuary using the Projected Unit Method. The market value of the DB Plan assets at the valuation date was £219 million.

The valuation of the DB Plan revealed a deficit of assets compared with the value of liabilities of £93 million (equivalent to a past service funding level of 70%). The Charity and the other employers supporting the DB Plan are collectively responsible for funding this deficit.

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The key assumptions underlying the valuation were as follows:

| <b>Type of assumption</b>                               | <b>%pa</b> |
|---|------------|
| RPI price inflation assumption                          | 3.50       |
| CPI price inflation                                     | 2.75       |
| Minimum Pensionable Income increases (CPI plus 1.0% pa) | 3.50       |
| Assumed investment returns                              |            |
| - Pre-retirement  | 3.50       |
| - Post retirement                                       | 2.25       |
| Deferred pension increases                              |            |
| - Pre April 2009  | 3.50       |
| - Post April 2009                                       | 2.50       |
| Pension increases                                       |            |
| - Main Scheme pension Pre-April 2006                    | 3.70       |
| - Main Scheme pension Post April 2006                   | 2.00       |

The next actuarial valuation of the DB Plan within the Scheme is due to take place not later than as at 31 December 2019.

As there are a large number of contributing employers participating in the Scheme, the Charity is unable to identify its share of the underlying assets and liabilities of the schemes. Accordingly, due to the nature of the Scheme, the profit and loss charge for the period represents the employer contributions payable. The total pension cost for the Charity in relation to this scheme is £4,250 (2019 £4,166), excluding deficiency contributions.

#### **Recovery plan**

In addition to the contributions to the DC Plan set out above, where a valuation of the DB Plan reveals a deficit the Trustee and the Council agree to a rate of deficiency contributions from churches and other employers involved in the DB Plan.

Consequent upon the departure of the previous Director in 2010, the Charity had a cessation event under Section 75 of the Pensions Act 1995. This makes the Charity liable for the proportion of the overall deficit (assessed by reference to the cost of securing benefits by the purchase of annuities) applicable to its previous Director who was a member of the Scheme. At present the Charity is paying the ongoing deficiency contributions outlined above, and the balance sheet liability below is based on those deficiency contributions. However, the Pension Scheme Trustee has the right to quantify and seek payment of the debt at any time.

## Notes to the financial statements (continued)

### ***Movement in balance sheet liability***

Section 28.11A of FRS102 requires agreed deficit recovery payments to be recognised as a liability. The movements in the provision are set out below:

|  | <b>2020</b>    | 2019    |
|--|----------------|---------|
|  | <b>£</b>       | £       |
| Balance sheet liability at start of year | <b>47,317</b>  | 50,324  |
| Deficiency contributions paid            | <b>(3,736)</b> | (4,874) |
| Interest cost                            | <b>772</b>     | 1,150   |
| Other recognised (gains)/losses *        | <b>(1,840)</b> | 717     |
|  | <hr/>          | <hr/>   |
| Balance sheet liability at end of year   | <b>42,513</b>  | 47,317  |

\*comprises any change in agreed deficit recovery plan and change in assumptions between year ends.

This liability represents the present value of the deficit contributions agreed as at 31 December 2020 and has been valued using the following assumptions set by reference to the duration of the deficit recovery payments:

|  | <b>2020</b> | 2019  |
|--|-------------|-------|
| Discount rate                                  | <b>1.4%</b> | 1.7%  |
| Future increases to minimum pensionable income | <b>2.9%</b> | 3.2%  |
|  | <hr/>       | <hr/> |

### **13. Transactions with related parties**

There were the following transactions with related parties during the year:

Donations and gifts, without conditions, from 5 Trustees - £6,160 (2019: £7,305)

### **14. Controlling Interests**

The Charity is controlled by the Trustees.

## Notes to the financial statements (continued)

### 15. Prior Year Comparative Statement of Financial Activities for 2019

|                                   | Restricted<br>funds | Unrestricted<br>funds | Total<br>funds   |
|-----------------------------------|---------------------|-----------------------|------------------|
|                                   | £                   | £                     | £                |
| <b>Income:</b>                    |                     |                       |                  |
| Donations and legacies            | 54,527              | 107,826               | <b>162,253</b>   |
| Other trading activities          | -                   | 1,173                 | <b>1,173</b>     |
| Investment income – bank interest | -                   | 57                    | <b>57</b>        |
| <b>Total income</b>               | <b>54,527</b>       | <b>109,056</b>        | <b>163,483</b>   |
| <b>Expenditure on:</b>            |                     |                       |                  |
| Raising Funds                     | -                   | (26,855)              | <b>(26,855)</b>  |
| Charitable Activities             | (61,840)            | (79,765)              | <b>(141,605)</b> |
| Other expenditure                 | -                   | (1,150)               | <b>(1,150)</b>   |
| <b>Total expenditure</b>          | <b>(61,840)</b>     | <b>(107,770)</b>      | <b>(169,610)</b> |
| <b>Net gains on investments</b>   | <b>-</b>            | <b>7,235</b>          | <b>7,235</b>     |
| <b>Net (expenditure)/ income</b>  | <b>(7,413)</b>      | <b>8,521</b>          | <b>1,108</b>     |
| Transfers between funds           | 15,856              | (15,856)              | -                |
| Other recognised gains/losses     | -                   | (717)                 | (717)            |
| <b>Net movement in funds</b>      | <b>8,443</b>        | <b>(8,052)</b>        | <b>391</b>       |
| <b>Reconciliation of funds</b>    |                     |                       |                  |
| Total funds at beginning of year  | 17,955              | 22,673                | 40,628           |
| <b>Total funds at end of year</b> | <b>26,398</b>       | <b>14,621</b>         | <b>41,019</b>    |