

MARCH CHRISTIAN BOOKSHOP

**Trustees' Report
and
Accounts
For the year ended 31 August 2020**

OFFICE COPY

**Whiting & Partners
Chartered Accountants & Business Advisers
The Old School House
Dartford Road
March
Cambs
PE15 8AE**

MARCH CHRISTIAN BOOKSHOP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF **MARCH CHRISTIAN BOOKSHOP**

I report on the Accounts of the Trust for the year ended 31 August 2020 which are set out on pages 2 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the Accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5)(b) of the Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare Accounts which accord with the accounting records

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Date: 20-9-2021

M. Haydon

M N Haydon
Chartered Accountant
A Partner in Whiting & Partners
The Old School House
Dartford Road
March Cambs
PE15 8AE

MARCH CHRISTIAN BOOKSHOP

Address of Charity: 11 Woodlands Avenue,
March,
Cambs.
PE15 9PA

Trustees: Mrs. M. Ford
D. G. Fuller Esq.
Mrs. R. Fuller

Honorary Treasurer: M. T. Ford Esq

Bankers: Lloyds Bank Plc,
High Street,
March,
Cambs.

Independent Examiner: M. N. Haydon Esq., CA
Whiting & Partners,
The Old School House,
Dartford Road,
March,
Cambs.
PE15 8AE

Registered Charity
Number: 285270

MARCH CHRISTIAN BOOKSHOP

REPORT OF THE TRUSTEES **For the year ended 31 August 2020**

Legal Background

The organisation is a registered charity governed by a Deed of Declaration of Trust dated 23rd July 1982.

Objectives

The advancement of the Christian religion in the town of March particularly the selling of Christian literature, materials and audio and visual aids.

Review of the Developments, Activities and Achievements

- The Charity operates from its premises at 19A Station Road, March. This year there was a Manager and a number of part time members of staff, all unpaid, also a number of volunteers and helpers.
- The Trustees and the committee have communicated and have met informally throughout the year to discuss all relevant and prevailing issues, keeping in mind the Charity Commission's guidance on public benefit. Also to check on the objectives and any new development or plans to put into effect.
- The Trustees would like to put on record their thanks for the help received from a number of faithful volunteers and helpers who contribute towards the smooth running of the shop.
- As in other years the Charity was able to supply local church book agents with literature, cards and miscellaneous supplies. Also to attend various events and Church functions in co-operation with clergy, pastors, schools etc in March and surrounding area with book talks and book stalls. Like other establishments the shop was closed during lockdown.
- The shop has built up over almost twenty-eight years since opening at Station Road and has a considerable reputation for service to the town of March for equipping churches, chapels, fellowships and their congregations with resources. The aim of the Charity is to increase this service as and where possible.
- The refreshment area in the shop has served as a valuable meeting place for regular customers, church members together with customers from the wider community who have enjoyed good service and a Christian Witness.

MARCH CHRISTIAN BOOKSHOP

REPORT OF THE TRUSTEES (CONTINUED)

For the year ended 31 August 2020

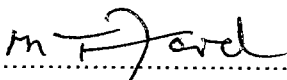
Statement of Trustees Responsibilities


The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the excess of receipts over payments or excess of payments over receipts of the charity for that year.

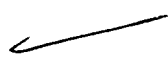
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for the safeguarding of the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reserves Policy

It is the Trustees aim to hold reserves sufficient to adequately stock the bookshop and to additionally hold a modest amount equivalent to approximately six months shop operating expenses to provide reasonable medium term financial stability.


..... Treasurer
For and on behalf of the Trustees


..... Chairman

Date: 17TH SEPTEMBER
2021


MARCH CHRISTIAN BOOKSHOP

RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31 August 2020

| | Restricted Fund | Unrestricted Fund 2020 | 2019 |
|---|-----------------|------------------------|-----------------|
| | | £ | £ |
| RECEIPTS | | | |
| Grants and Donations | 1,000 | 975 | 1,341 |
| Covid-19 grant from FDC | - | 10,000 | |
| Sales of Books and Other Goods | - | <u>15,800</u> | <u>26,295</u> |
| TOTAL RECEIPTS | <u>1,000</u> | <u>26,775</u> | <u>27,636</u> |
| PAYMENTS | | | |
| Cost of Sales | | | |
| Purchases of Goods for resale | | 9,996 | 17,363 |
| Stocks at 01.09.2019 | | 25,527 | 27,271 |
| Stocks at 31.08.2020 | | <u>(24,828)</u> | <u>(25,527)</u> |
| | | 10,695 | 19,107 |
| Rent | 1,000 | 5,000 | 6,000 |
| Rates | | - | - |
| Lighting and Heating Costs | | 1,273 | 1,770 |
| Insurance | | 639 | 671 |
| Shop Repairs and Maintenance | | 188 | 99 |
| Music License | | 430 | 787 |
| Telephone and Internet | | 342 | 329 |
| Stationery, Postages and Sundries | | 342 | 491 |
| Bank Charges | | 397 | 520 |
| Accountancy Fees | | 576 | 660 |
| Fixed asset purchases | | - | - |
| Conference Expenses | | - | - |
| Staff wages | | - | 40 |
| Income tax paid | | - | 263 |
| Donations | | <u>30</u> | <u>-</u> |
| TOTAL PAYMENTS | <u>1,000</u> | <u>19,912</u> | <u>30,738</u> |
| NET RECEIPTS (PAYMENTS) for the year | - | 6,863 | (3,102) |
| ACCUMULATED FUND at 31 August 2019 | | <u>36,284</u> | <u>39,386</u> |
| ACCUMULATED FUNDS at 31 August 2020 | | <u>43,147</u> | <u>36,284</u> |

The notes on page 7 form part of these Accounts

MARCH CHRISTIAN BOOKSHOP

STATEMENT OF ASSETS AND LIABILITIES

As at 31 August 2020

| | 2020 | 2019 |
|--|------------|------------|
| | £ | £ |
| <u>MONETARY ASSETS</u> | | |
| Stocks | 24,828 | 25,527 |
| Bank and Cash Balances:- | | |
| Lloyds TSB Bank Plc | | |
| Current Account | 18,095 | 10,189 |
| Cash in Hand | <u>224</u> | <u>568</u> |
| | 43,147 | 36,284 |
| | <hr/> | <hr/> |
| <u>REPRESENTED BY:</u> | | |
| Unrestricted General Fund | 43,147 | 36,284 |
| | <hr/> | <hr/> |
| Other General Purposes Fund | | |
| Monetary Assets:- | | |
| Debtors Trading Activities | 1,035 | 95 |
| Supplier credit notes | - | 65 |
| Liabilities: | | |
| Trade creditors | 505 | 40 |
| Accountancy fees accrual | 600 | 600 |
| <u>NON-MONETARY ASSETS</u> | | |
| Held for functional use: | | |
| Shop Furniture and Equipment | | |
| Chairs, Tables, Microwaves, Carpet Tiles, | | |
| Computer, Television, Intruder Alarm costs | | |
| since 1.8.92 | 5,769 | 5,769 |

The notes on page 7 form part of these Accounts

MARCH CHRISTIAN BOOKSHOP

NOTES TO THE ACCOUNTS For the year ended 31 August 2020

1. RELATED PARTIES

The related parties of the Charity are its trustees and Mr. M. T. Ford, treasurer, former trustee and the husband of one of the trustees.

During the year the trustees received no remuneration from the Charity (2019: £nil).

Transactions with related parties during the year amounted to £nil (2019: £nil).