

| Trustees' Annual Report for the period |  |                   |                |              |                 |           |                |
|----------------------------------------|--|-------------------|----------------|--------------|-----------------|-----------|----------------|
| From                                   |  | Period start date |                |              | Period end date |           |                |
|                                        |  | Day<br>01         | Month<br>April | Year<br>2020 | To              | Day<br>31 | Month<br>March |

## Section A Reference and administration details

|                                    |                  |        |  |
|------------------------------------|------------------|--------|--|
| Charity name                       | Brass Tacks Ltd  |        |  |
| Other names charity is known by    | Brass Tacks      |        |  |
| Registered charity number (if any) | 298767           |        |  |
| Charity's principal address        | Challenge House, |        |  |
|                                    | 29 Canal Street  |        |  |
|                                    | Glasgow          |        |  |
|                                    | Postcode         | G4 0AD |  |

### Names of the charity trustees who manage the charity

|    | Trustee name   | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1  | Sam Phillips   | Chairman        |                                   |                                                               |
| 2  | Paul Trotman   | Vice-Chairman   |                                   |                                                               |
| 3  | Wesley Emerson |                 |                                   |                                                               |
| 4  | David Thorp    |                 |                                   |                                                               |
| 5  | Colin Haxton   |                 |                                   |                                                               |
| 6  | Jim Armstrong  |                 | From 18 <sup>th</sup> March 2021  |                                                               |
| 7  | John Aitken    |                 | Until 18 <sup>th</sup> March 2021 |                                                               |
| 8  |                |                 |                                   |                                                               |
| 9  |                |                 |                                   |                                                               |
| 10 |                |                 |                                   |                                                               |
| 11 |                |                 |                                   |                                                               |
| 12 |                |                 |                                   |                                                               |
| 13 |                |                 |                                   |                                                               |
| 14 |                |                 |                                   |                                                               |
| 15 |                |                 |                                   |                                                               |
| 16 |                |                 |                                   |                                                               |
| 17 |                |                 |                                   |                                                               |
| 18 |                |                 |                                   |                                                               |
| 19 |                |                 |                                   |                                                               |
| 20 |                |                 |                                   |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|                                                                     |                                          |
|---------------------------------------------------------------------|------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Articles of Association                  |
| How the charity is constituted<br>(eg. trust, association, company) | Company limited by Guarantee             |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed from within Board of trustees. |

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Regular updates are carried out to the Risk assessment document.

There is a consultative relationship with Echoes International missionary group, and their General Director is also a Board member.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To promote, maintain and advance the Christian faith through providing practical and financial assistance to Christian Churches, evangelical organisations and missionaries throughout the world.

To relieve mission organisations and full-time workers by assisting in the maintenance of their premises and building works and providing services of skilled and unskilled labour and also tools and materials as appropriate.

The trustees select projects which meet the objectives of the charity, and which result in maximum benefit for those who request the kind of help in construction and maintenance which we offer. Each project must have specific tangible benefit to those who are impacted by the social and spiritual ministries in each project.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

#### **Additional details of objectives and activities (Optional information)**

##### **Volunteers**

Volunteers have been used in addition to the charity's own staff, and mission partners. These have come from Italy, N Ireland, England and Scotland. In total 645 workdays were completed in the 20-21 period; this is about average comparing year on year.

Skills vary from those skilled tradesmen to willing helpers. All work is closely supervised and monitored.

Any funds donated to Brass Tacks for a specific project are passed on in their entirety to the intended recipients.

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

## Charitable activities for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

### Projects

Projects were undertaken from April 2020 to March 2021.

1. Nazareth at the Emmaus Bible School where we were installing floor tiling in a large warehouse type structure.
2. Tilsley College manse, Motherwell, Scotland. The kitchen area on the ground floor was refurbished and issues of dampness in several areas were addressed.
3. Tilsley College staff accommodation. Extensive repairs were made in order to make safe the support structure of the upstairs floor local to the project site. This was due to rot in the main beams which had occurred some years previously and had been hidden due to its location.
4. Currie Christian Community accommodation block. This is a wooden structure building which was constructed over two stories providing six bedrooms with en-suite accommodation.
5. L'eau Vive toilets and showers, France. This is a conference centre in the south of France where we renovated the old washing facilities and provided improved shower and toilet space.
6. Cardiff church coffee bar. An old church has been given a fresher look with some re-arranging of the rooms and windows. Repairs were made to the flat roof and the damage caused by water ingress was addressed with a new suspended ceiling.
7. Hebron School in India. The accommodation block for the boys' hostel was given a new roof.

The costs for Projects are shown in the Payments headings:

Projects: Tools and Materials.

Travel, accommodation, subsistence.

The mission partners who assist the charity on projects are supported through grant contributions made to them, shown in the Payments heading: Fellowship Fund.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity always aims to hold a minimum of six months costs in reserve, excluding any restricted funds. The closing general reserves £227,930 (2020 £233,140) are sufficient to cover nearly two years of charitable activities and administrative expenditure. The charity also ensures there is sufficient funding for a project before embarking on it.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal funding sources for the charity are donations and grants.

Short term surplus cash is invested in interest bearing bank accounts, with options reviewed at least annually.

## Section F

## Other optional information

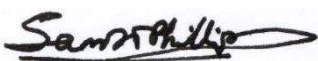
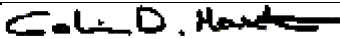
The charity moved this year to preparing Receipts and Payments Accounts for independent examination as it was agreed that this was sufficient. Previously, Financial Statements reported on by auditors were prepared, the ever increasing cost for which was considered no longer appropriate for the charity. The 2021 figures have taken into account the adjustments needed for changing from Financial Statements with accruals and prepayments, to Receipts and Payments accounts. The relevant Special Resolution was submitted in February 2021.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

|                                       |                                                                                     |                                                                                       |
|---------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Signature(s)                          |  |  |
| Full name(s)                          | Samuel J. T. Phillips                                                               | Colin D. Haxton                                                                       |
| Position (e.g. Secretary, Chair, etc) | Chair of Trustees                                                                   | Trustee                                                                               |
| Date                                  | 16/11/2021                                                                          |                                                                                       |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Brass Tacks Limited

No (if any)  
298767

## Receipts and payments accounts

CC16a

| For the period<br>from | Period start date<br>Apr-20 | To | Period end date<br>Mar-21 |
|------------------------|-----------------------------|----|---------------------------|
|------------------------|-----------------------------|----|---------------------------|

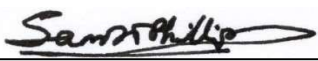
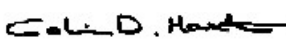
### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                              |                                         |                                        |                                 |                               |
| Donations                                             | 62,996                                       | -                                       | -                                      | 62,996                          | 83,300                        |
| Earmarked donations                                   | -                                            | 2,300                                   | -                                      | 2,300                           | 1,000                         |
| Gift Aid Tax recovered in year                        | -                                            | -                                       | -                                      | -                               | 2,075                         |
| Bank deposit interest                                 | 312                                          | -                                       | -                                      | 312                             | 740                           |
| Exceptional donations - church clos                   | 18,060                                       | -                                       | -                                      | 18,060                          | 21,000                        |
| Exceptional donations - legacies                      | 5,000                                        | -                                       | -                                      | 5,000                           | 30,005                        |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>86,368</b>                                | <b>2,300</b>                            | <b>-</b>                               | <b>88,668</b>                   | <b>138,120</b>                |
| <b>A2 Asset and investment sales, (see table).</b>    |                                              |                                         |                                        |                                 |                               |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>86,368</b>                                | <b>2,300</b>                            | <b>-</b>                               | <b>88,668</b>                   | <b>138,120</b>                |
| <b>A3 Payments</b>                                    |                                              |                                         |                                        |                                 |                               |
| Salaries and National Insurance                       | 45,140                                       | -                                       | -                                      | 45,140                          | 39,911                        |
| Employer Pension contributions                        | 3,431                                        | -                                       | -                                      | 3,431                           | 3,431                         |
| Projects: Tools and Materials                         | 3,483                                        | -                                       | -                                      | 3,483                           | 4,669                         |
| Travel, accomm, subsistence                           | 5,017                                        | -                                       | -                                      | 5,017                           | 32,717                        |
| Office: Telephone, IT, subs; Equipm                   | 2,434                                        | -                                       | -                                      | 2,434                           | 1,219                         |
| Printing, postage and stationery                      | 7,207                                        | -                                       | -                                      | 7,207                           | 7,744                         |
| Insurances                                            | 2,304                                        | -                                       | -                                      | 2,304                           | 4,685                         |
| Challenge House costs                                 | 4,500                                        | -                                       | -                                      | 4,500                           | 4,607                         |
| Sundry (bank charges, etc)                            | 530                                          | -                                       | -                                      | 530                             | 4,961                         |
| Fellowship Fund                                       | 14,320                                       | -                                       | -                                      | 14,320                          | 15,500                        |
| Earmarked payments (Projects)                         | -                                            | 300                                     | -                                      | 300                             | 1,000                         |
| Auditors' remuneration (net of accru                  | 138                                          | -                                       | -                                      | 138                             | 2,904                         |
| Write off assets into R&P accounts                    | 2,644                                        | -                                       | -                                      | 2,644                           | 651                           |
| <b>Sub total</b>                                      | <b>91,148</b>                                | <b>300</b>                              | <b>-</b>                               | <b>91,448</b>                   | <b>123,999</b>                |
| <b>A4 Asset and investment purchases, (see table)</b> |                                              |                                         |                                        |                                 |                               |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>91,148</b>                                | <b>300</b>                              | <b>-</b>                               | <b>91,448</b>                   | <b>123,999</b>                |
| <b>Net of receipts/(payments)</b>                     | <b>- 4,780</b>                               | <b>2,000</b>                            | <b>-</b>                               | <b>- 2,780</b>                  | <b>14,121</b>                 |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>230,710</b>                               | <b>-</b>                                | <b>-</b>                               | <b>230,710</b>                  | <b>216,589</b>                |
| <b>Cash funds this year end</b>                       | <b>225,930</b>                               | <b>2,000</b>                            | <b>-</b>                               | <b>227,930</b>                  | <b>230,710</b>                |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                          | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-----------------------------------------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                | CAF Bank                                               | 138,890                            | 2,000                            | -                               |
|                                                     | Stewardship                                            | 86,440                             | -                                | -                               |
|                                                     | Cash in hand                                           | 600                                | -                                | -                               |
|                                                     | <b>Total cash funds</b>                                | <b>225,930</b>                     | <b>2,000</b>                     | <b>-</b>                        |
|                                                     | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
| <b>B2 Other monetary assets</b>                     | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|                                                     |                                                        | -                                  | -                                | -                               |
|                                                     |                                                        | -                                  | -                                | -                               |
|                                                     |                                                        | -                                  | -                                | -                               |
|                                                     |                                                        | -                                  | -                                | -                               |
|                                                     |                                                        | -                                  | -                                | -                               |
|                                                     |                                                        | -                                  | -                                | -                               |
| <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 asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                               | Details                                                | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|                                                     |                                                        |                                    | -                                |                                 |
|                                                     |                                                        |                                    | -                                |                                 |
|                                                     |                                                        |                                    | -                                |                                 |
|                                                     |                                                        |                                    | -                                |                                 |
|                                                     |                                                        |                                    | -                                |                                 |

Signed by one or two trustees on behalf of all the trustees

| Signature                                                                           | Print Name          | Date of approval |
|-------------------------------------------------------------------------------------|---------------------|------------------|
|  | Samuel J T Phillips | 09/11/2021       |
|  | Colin D Haxton      | 09/11/2021       |



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Brass Tacks Limited

On accounts for the year  
ended

31 March 2021

Charity no  
(if any)

298767

Set out on pages

Remember to include the page numbers of additional sheets.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and  
basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

09/11/2021

Name:

J G Middleton

Relevant professional  
qualification(s) or body  
(if any):

Address:

Coupar Angus Business Centre  
8 Union Street, Coupar Angus



**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.