

Registered Charity No. 326553

MARILYN BAKER MINISTRIES

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER 2020

**MARILYN BAKER MINISTRIES**

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**FOR THE YEAR ENDED 31ST DECEMBER 2020**

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**MARILYN BAKER MINISTRIES**

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**GENERAL INFORMATION**

**FOR THE YEAR ENDED 31ST DECEMBER 2020**

Registered Number:	Charity Number 326553
Working Name:	MBM
Trustees:	Valerie Meade (Chairperson) Andrew Meade Ron Seale Desmond Hillary (appointed 5 <sup>th</sup> February 2021)
Administrator:	Rachel Barr
Principal Office:	PO Box 393 Tonbridge Kent TN9 9AY
Telephone:	01732 850855
Email:	info@mbm-ministries.org
Website:	www.mbm-ministries.org
Independent Examiner:	Paul Baker FAIA Applied Accountancy Limited 50a Clifford Way Maidstone Kent ME16 8GD
Bankers:	Lloyds TSB plc 121 High Street Tonbridge Kent TN9 1DB

**TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31ST DECEMBER 2020**

The trustees present their report and the accounts for the year ended 31st December 2020.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The charitable trust was constituted by a Trust Deed made on 1 January 1984 as varied by a Deed of Amendment dated 10 May 1984 and was registered with the Charity Commission on 9 July 1984.

**Trustees**

The trustees who served throughout the year were as follows:-

Valerie Meade

Andrew Meade

Ron Seale

Desmond Hillary (appointed 5<sup>th</sup> February 2021)

The Board of Trustees appoints its membership. New trustees are usually known to the Board of Trustees and are aware of the trust's aims.

Major policy decisions, expenditures and conference arrangements are discussed and approved at regular trustees' meetings. Trustees' meetings are usually attended by members of the team, who, although entering into some of the discussion, have no voting rights.

**Administration**

Bookings for concerts, conferences and the day to day running of the principal office are handled by the Administrator.

**TRUSTEES' REPORT (Continued)**

**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**OBJECTIVES AND ACTIVITIES**

**Principal Objectives**

The aims of the trust are:

- (i) to promote the communication of evangelical Christian faith through music, songs and the spoken word,
- (ii) to provide spiritual teaching, advice, encouragement and counsel,
- (iii) to promote meetings, services and concerts.

**Activities**

Marilyn Baker and the team have continued their ministry with attendance at concerts, conferences and meetings throughout the year. At these events the Christian faith is communicated through music, songs and the spoken word.

The services of volunteers particularly with regards to driving to events is greatly appreciated.

The trustees have complied with the duty in section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance. We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

**FINANCIAL PERFORMANCE**

The trust is reliant upon gifts and donations from supporters, which raised £54,635 (2019: £50,530) during the year. In addition, the sale of books, tapes and compact discs generated income of £9,373 (2019: £14,134). Total income for the year was £64,008 (2019: £64,664). Total expenditure was £63,494 (2019: £66,891) giving rise to an overall surplus of £514 (2019: deficit £(2,227)). Income generated is expended on the publication of books, tapes and compact discs. The level of expenditure is related to the income received. The trustees give thanks for all the prayer, finance and practical support given to the trust.

**RESERVES POLICY**

The Trustees consider reserves of between three and six months' expenditure to be required for the stability of the trust, which should be between £15,873 and £31,747 (2019: £16,723 and £33,445). At 31 December 2020, free reserves were £29,987 (2019: £28,997), calculated as net assets less fixed assets and restricted funds. The Trustees consider the Trust to be a going concern.

## **TRUSTEES' REPORT (Continued)**

**FOR THE YEAR ENDED 31ST DECEMBER 2020**

### **RISK MANAGEMENT**

The trustees are aware that the continuity of the Trust relies upon the health and ability of Marilyn Baker and continue to support her as necessary to enable the work of the Trust to continue.

The Trustees have considered the ongoing impact of the Coronavirus pandemic as detailed in the accounting policies on page 8.

### **FUTURE DEVELOPMENTS**

The trustees will continue to support the ministry of Marilyn Baker and her team in the communication of the Christian faith through music, songs and the spoken word.

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Charity law requires trustees to prepare accounts for each financial period which give a true and fair view of the state of affairs of the charity as at the end of the financial period and of the surplus or deficit for that period. In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to function according to its objectives.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with applicable Accounting Standards, Statement of Recommended Practice and the regulations made under the Charities Act 2012. The trustees 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.

Approved by the trustees on

and signed on their behalf.

Valerie Meade  
Chairperson

**MARIYN BAKER MINISTRIES**

**STATEMENT OF FINANCIAL ACTIVITIES****FOR THE YEAR ENDED 31ST DECEMBER 2020**

		<---Year Ended 31.12.20 ---->			Year Ended
	Note	Unrestricted Funds	Restricted Funds	Total	31.12.19
		£	£	£	Total
					£
<u>INCOMING RESOURCES</u>					
Incoming Resources from					
Generated Funds:					
Donations and Grants		54,635	-	54,635	50,530
Activities for Generating					
Funds:					
Sale of Books, Tapes					
and Compact Discs		9,373	-	9,373	14,134
Other Income		-	-	-	-
Total Incoming Resources		<u>64,008</u>	<u>-</u>	<u>64,008</u>	<u>64,664</u>
<u>RESOURCES EXPENDED</u>					
Costs of Generating Funds	2	3,649	-	3,649	4,631
Charitable Activities	3	57,944	761	58,705	61,120
Governance Costs	4	<u>1,140</u>	<u>-</u>	<u>1,140</u>	<u>1,140</u>
Total Resources Expended		<u>62,733</u>	<u>761</u>	<u>63,494</u>	<u>66,891</u>
<u>NET MOVEMENT IN FUNDS</u>		1,275	(761)	514	(2,227)
<u>FUNDS BROUGHT FORWARD</u>		30,739	3,045	33,784	36,011
<u>TRANSFERS BETWEEN FUNDS</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>FUNDS CARRIED FORWARD</u>		<u>£32,014</u>	<u>£ 2,284</u>	<u>£34,298</u>	<u>£33,784</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**BALANCE SHEET****AS AT 31ST DECEMBER 2020**

	<u>Note</u>	<u>31.12.20</u> £                  £	<u>31.12.19</u> £                  £
<u>FIXED ASSETS</u>			
Tangible Assets	6	4,311	4,787
<u>CURRENT ASSETS</u>			
Stocks		3,774	2,293
Debtors	7	7,314	3,829
Cash at Bank and in Hand		<u>22,880</u>	<u>24,943</u>
		33,968	31,065
<u>CREDITORS: AMOUNTS FALLING</u>			
<u>DUE WITHIN ONE YEAR</u>	8	<u>3,981</u>	<u>2,068</u>
<u>NET CURRENT ASSETS</u>		<u>29,987</u>	<u>22,997</u>
<u>NET ASSETS</u>		<u>£34,298</u>	<u>£33,784</u>
<u>CAPITAL AND RESERVES</u>			
Unrestricted Funds		32,014	30,739
Restricted Funds	11	<u>2,284</u>	<u>3,045</u>
<u>TOTAL FUNDS</u>		<u>£34,298</u>	<u>£33,784</u>

The accounts were approved by the trustees on  
their behalf

and signed on

.....  
Valerie Meade

## **NOTES TO THE ACCOUNTS**

### **FOR THE YEAR ENDED 31ST DECEMBER 2020**

#### **1. ACCOUNTING POLICIES**

##### **a) Accounting Basis**

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued 16<sup>th</sup> July 2014 and with the Charities Act 2011.

##### **b) Going Concern**

The Coronavirus pandemic is creating significant uncertainty globally and the charity is not immune to this. The Trustees are working to ensure the safety of the employees and the continuity of the charity's operations as far as they are able, whilst adhering to Government advice. Whilst the pandemic will have a financial impact on the charity, at this stage it is not possible to reliably forecast what this may be. However, the Trustees have taken all relevant measures to ensure they are able to safeguard cash flow, jobs and charitable activities to put them in the best position to be able to pick up on opportunities as they arise once activities start to return to normal.

Given the uncertainties that exist, they believe these actions should enable them to continue in operational existence. Therefore, it is the Trustees' opinion that the going concern basis of preparation continues to be appropriate.

##### **c) Fund Accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted Funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### **d) Incoming Resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

**NOTES TO THE ACCOUNTS (Continued)**

**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**1. ACCOUNTING POLICIES (Continued)**

**e) Resources Expended**

Expenditure is recognised on an accruals basis as a liability is incurred. It is reported as part of the expenditure to which it relates:

Costs of generating funds comprise of those costs incurred in the sale of books, tapes and compact discs.

Charitable activity costs are incurred in achieving the charitable objectives of the trust.

Governance costs comprise those costs associated with meeting the constitutional and statutory requirements of the charity.

The trustees consider the allocation of support costs to the cost of generating funds to be immaterial.

**f) Tangible Fixed Assets and Depreciation**

Depreciation is provided on tangible fixed assets at the following annual rates in order to write off the cost, less estimated residual value, of each asset over its expected useful life:-

Equipment - 25% on net book value  
Motor Vehicles - 25% on net book value.

**g) Stocks**

Stocks are valued at the lower of cost and net realisable value.

**h) Debtors**

Debtors (including Trade Debtors) are measured at transaction Price (which is usually the invoice price) less any impairment For bad and doubtful debts.

**i) Creditors**

Short term creditors are measured at transaction price (which is Usually the invoice price).

NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2020

j) Taxation

The company is not liable to taxation on the net revenue arising from its activities nor on its investment income.

	<---Year Ended 31.12.20 ---->			Year Ended
	Unrestricted	Restricted		31.12.19
	Funds	Funds	Total	Total
	£	£	£	£
2. <u>COSTS OF GENERATING FUNDS</u>				
Purchases of Books, Tapes and Compact Discs	£ <u>3,649</u>	<u>-</u>	£ <u>3,649</u>	£ <u>4,631</u>

**NOTES TO THE ACCOUNTS (Continued)**

**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

	<---Year Ended 31.12.20 ---->			Year Ended
	Unrestricted	Restricted		31.12.19
	Funds	Funds	Total	Total
	£	£	£	£
<b>3. <u>CHARITABLE ACTIVITIES</u></b>				
Direct Costs of Charitable Activities:				
Salaries & Employers' NI	33,169	-	33,169	33,169
Pension Costs	1,714	-	1,714	1,221
Bad Debt	-	-	-	9
Bursary Payment	-	-	-	-
	<u>£34,883</u>	<u>£ -</u>	<u>£34,883</u>	<u>£34,399</u>
Analysis of Support Costs:				
Salaries & Employers' NI	10,891	-	10,891	10,334
Pension Costs	542	-	542	611
Motor Expenses	1,767	-	1,767	2,789
Travel Costs	101	-	101	632
Insurance and Copyright	907	-	907	913
Repairs & Maintenance	-	-	-	102
Printing, Postage, Stationery, Computer				
Software & Consumables	3,430	-	3,430	2,922
Telephone	65	-	65	466
Depreciation	676	761	1,437	1,595
Loss on Disposal of Assets	-	-	-	-
Advertising & Marketing	3,225	-	3,225	4,848
Subscriptions	931	-	931	612
Payroll Charges (paid to the Independent examiner)	360	-	360	360
Use of Premises	-	-	-	-
Bank Charges	166	-	166	432
Sundry Expenses	-	-	-	105
Hire of Hall	-	-	-	-
	<u>£23,061</u>	<u>£761</u>	<u>£23,822</u>	<u>£26,721</u>
Totals	<u>£57,944</u>	<u>£761</u>	<u>£58,705</u>	<u>£61,120</u>

**4. GOVERNANCE COSTS**

Independent Examiner's Fee	<u>£1,140</u>	<u>£ -</u>	<u>£1,140</u>	<u>£1,140</u>
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**NOTES TO THE ACCOUNTS (Continued)**

**FOR THE YEAR ENDED 31ST DECEMBER 2020**

	<u>2020</u>	<u>2019</u>
<b>5. <u>STAFF COSTS AND NUMBERS</u></b>		
Gross Salaries	44,060	43,503
Employer's National Insurance	-	-
Employer's Pension Contributions	<u>2,256</u>	<u>1,832</u>
	<u>£46,316</u>	<u>£45,335</u>

The average number of employees was as follows:-

Activities in the furtherance of the charity's activities	2	2
Support Staff	<u>1</u>	<u>1</u>
	<u>3</u>	<u>3</u>

No employee received remuneration at higher levels as defined in the Charities Statement of Recommended Practice (FRS 102) as above £60,000.

**6. TANGIBLE FIXED ASSETS**

	<u>Equipment</u>	<u>Motor Vehicles</u>	<u>Total</u>
<u>Cost</u>			
At 1st January 2020	37,082	11,222	48,304
Additions	961	-	961
Disposals	<u>-</u>	<u>-</u>	<u>-</u>
At 31 <sup>st</sup> December 2020	<u>£38,043</u>	<u>£11,222</u>	<u>£49,265</u>
<u>Depreciation</u>			
At 1st January 2020	35,400	8,117	43,517
Eliminated on Disposal	-	-	-
Charge for the year	<u>660</u>	<u>777</u>	<u>1,437</u>
At 31 <sup>st</sup> December 2020	<u>£36,060</u>	<u>£ 8,894</u>	<u>£44,954</u>
<u>Net Book Value</u>			
At 31 <sup>st</sup> December 2020	<u>£ 1,983</u>	<u>£ 2,328</u>	<u>£ 4,311</u>
At 31 <sup>st</sup> December 2019	<u>£ 1,682</u>	<u>£ 3,105</u>	<u>£ 4,787</u>

**NOTES TO THE ACCOUNTS (Continued)****FOR THE YEAR ENDED 31ST DECEMBER 2020**

	<u>2020</u>	<u>2019</u>		
<b>7. <u>STOCKS</u></b>				
Books, Tapes and Compact Discs	£ <u>3,774</u>	£ <u>2,293</u>		
<b>8. <u>DEBTORS</u></b>				
Trade Debtors	-	42		
Tax Recoverable	6,064	2,548		
Prepayments	1,250	1,239		
Other Debtors	-	-		
	£ <u>7,314</u>	£ <u>3,829</u>		
<b>9. <u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u></b>				
Trade Creditors	1,317	-		
Accruals	1,500	1,500		
Other Creditors	<u>1,164</u>	<u>568</u>		
	£ <u>3,981</u>	£ <u>2,068</u>		
<b>10. <u>ANALYSIS OF FUNDS</u></b>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2020 Total</u>	<u>2019 Total</u>
Tangible Fixed Assets	2,027	2,284	4,311	4,787
Net Current Assets	<u>29,987</u>	<u>-</u>	<u>29,987</u>	<u>28,997</u>
Totals	£32,014	£2,284	£34,298	£33,784

**NOTES TO THE ACCOUNTS (Continued)****FOR THE YEAR ENDED 31ST DECEMBER 2020**

	<u>At 1.1.20</u>	<u>Income</u>	<u>Expenses</u>	<u>Transfers</u>	<u>At 31.12.20</u>
<b>11. <u>RESTRICTED FUNDS</u></b>					
Van Fund	3,045	-	761	-	2,284
Bursary Fund	-	-	-	-	-
Totals	<u>£3,045</u>	<u>£-</u>	<u>£761</u>	<u>£-</u>	<u>£2,284</u>

The Bursary Fund provided financial assistance to those unable to pay full fees whilst attending conferences.

The Van Fund was set up in previous years to raise finance for a new van required for the ongoing work of the charity. The van was purchased in June 2015

**12. TRANSACTIONS WITH TRUSTEES**

No trustee received any remuneration or were reimbursed for any expenses by the charity.

**13. PENSION COSTS**

The charity operates a defined contribution pension scheme for some of its staff. Pension contributions are also made to Marilyn Baker's and Tracy Williamson's personal pensions. The assets of the schemes are held separately from those of the charity in independently administered funds. The pension cost charge represents contributions payable by the charity to the funds and amounted to £2,256 (2019 - £1,832). Contributions totalling £314 (2019 - £183) were payable to the fund at the year end and are included in creditors.

**14. RELATED PARTIES**

There have been no related party transactions in this period (2019 None).

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
OF MARILYN BAKERV MINISTRIES**

**FOR THE YEAR ENDED 31ST DECEMBER 2020**

I report to the trustees on my examination of the accounts of Marilyn Baker Ministries(the Trust) for the year ended 31<sup>st</sup> December 2020, which are set out on pages 6 to 13.

**RESPONSIBILITIES AND BASIS OF REPORT**

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

I report in respect of my examination of the Trustee'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 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 Trust as required by section 130 of the 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.

Signed:

Name: Paul Baker

FAIA

Address: 50a Clifford Way  
Maidstone  
Kent ME16 8GD

Dated: