

Independent Examiner's Report on the Accounts

Receipts and Payments Accounts

Report to the trustees/members of

Charity Name THE POTTERS HOWE CHRISTMAS FELLOWSHIP
TOTTENHAM

On accounts for the year ended

3 1 1 2 0 4

Set out on pages

(remember to include the page numbers of additional sheets)

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 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

No 5

ACCOUNTS
01 APR 2005
RECEIVED BY POST TEAM,
COMPLIANCE DIVISION

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (~~other than that disclosed overleaf~~):

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act
 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.

* Please delete the words in the brackets if they do not apply.

Signed



Date

2 MARCH 2005

Name

IAN GALT

Relevant professional qualification or body (if any)

MAAT

Address

7 LEYS LANE
ATTLEBOROUGH
NORFOLK
NR17 2HX

THE POTTER'S HOUSE CHRISTIAN FELLOWSHIP CHURCH, TOTTENHAM
CHARITY NUMBER 1075031
TRUSTEES' REPORT FOR THE YEAR TO 31 DECEMBER 2004

The trustees present their report along with the financial statements of the charity for the year to 31 December 2004. The financial statements have been prepared in accordance with the charity's trust deed and applicable law.

Principal address

The charity's principal address is 3 Hydethorpe Avenue, Edmonton, London N9 9RS

Charity's Trusts

The charity is governed by Constitution and the main objectives are the furtherance of the Christian Faith through worship. In order to do this regular activities are carried out and invitations given out to the public. Finance is raised purely from members contributions. The day to day running of the church is delegated by the Trustees to the pastor.

Investment Powers

The Constitution authorises the trustees to make and hold investments using general funds of the charity, but no such investments are presently held.

Trustees

The trustees named below have served throughout the year. Appointment of trustees is governed by the Constitution of the charity. The Board of Trustees is authorised to appoint new trustees to fill vacancies through resignation or death of an existing trustee.

1. Kelvin Roy-Palmer
2. Nick Kyriacou
3. Bryan Richmond

Development, activities and achievements

The trustees are pleased with the church growth. The members are locked in and approximately 5 new people have been added. In the last 6 months finances have increased and these are consistent every month. More revivals have been booked for 2005. Since October 2004 when Tottenham Green Leisure Centre stopped all our concerts as they do not have an entertainment licence, Saturday outreaches have been reduced. However, they picked up in January 2005 when new venues were found and they will continue at the rate of nearly 2 a month. Overall the trustees are very happy with the progress and look forward to an even better 2005.

Financial review

As expected, donations have actually increased since 2003. The non-restricted funds have actually gone up by 19%. The unrestricted funds have been left intact until a building is found so that they can be used for the purposes they were collected. The funds raised are being used towards the objects of the Charity.

Reserves policy

The charity has no reserve policy. Restricted funds are used up when raised with the exception of the building fund.

Statement of Trustees responsibilities

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities, during the year and of its financial position at the year end. In preparing those financial statements, the trustees are required to:

- a. select suitable accounting policies and apply them consistently;
- b. make judgements and estimates that are reasonable & prudent;
- c. state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d. prepare the financial statements on an ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

Approval

This report was approved by the trustees on 14/1/05 and signed on their behalf by the pastor of the church who chaired the meeting.



Bryan Richmond
Pastor

POTTERS HOUSE CHRISTIAN FELLOWSHIP CHURCH

TOTTENHAM

ANNUAL ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2004

Potter's House Christian Fellowship Church, Tottenham

Registration Number 1075031

Accounting Statement

For the year to 31 December 2004

	Unrestricted <u>funds</u>	Restricted <u>funds</u>	Total this <u>Year</u>	Total last <u>Year</u>
	£	£	£	£
Receipts				
<i>Donations</i>				
Donations and other similar receipts	43,313	6,787	50,100	46,233
<i>Other</i>				
Other receipts			0	9,949
Bank Interest	128		128	37
Total Receipts	43,441	6,787	50,228	56,219
Payments				
Payments for Generating funds				
Printing & Advertising	2,246		2,246	2,010
Charitable Payments				
Costs of activities in furtherance of the objects of the charity				
Fellowship Tithe	3,355		3,355	2,493
World evangelism		2,203	2,203	0
Outreach costs	2,511		2,511	518
Other offerings	3,940	500	4,440	465
Hospitality	3,726		3,726	2,889
Visiting speakers	3,022	2,488	5,510	5,090
Conference & Seminars	511	245	756	1,879
Air fares and travel	4,628	382	5,010	553
Salaries			0	0
Management & Admin expenditure				
Building Rent	7,327		7,327	8,570
Housing Allowance			0	0
Equipment purchases & repairs	80		80	42
Insurance	436		436	542
Bank charges	75		75	246
Professional fees	54		54	50
Stationery & Postage	488		488	415
Utilities	3,574		3,574	4,415
Accommodation	1,420		1,420	0
Motor vehicle expenses	3,968		3,968	3,831
Equipment hire			0	0
Books & Periodicals	269		269	317
Benevolence	250		250	152
Miscellaneous	647		647	249
	42,527	5,818	48,345	34,726
Other payments				
Purchase of fixed assets	1,673		1,673	2,743
Loan repaid	2,100		2,100	1,800
Total Payments	46,300	5,818	52,118	39,269
Net of Receipts / (Payments)	-2,859	969	-1,890	16,950
Cash Funds at 1 January 2004	-149	18,242	18,093	1,143
Cash Funds at 31 December 2004	-3,008	19,212	16,203	18,093

Potter's House Christian Fellowship Church, Tottenham
Statement of Assets and Liabilities
As at 31 December 2004

	2004	2003
	£	£
<u>ASSETS</u>		
<u>Fixed Assets</u>		
Tangible assets	9,844	8,171
<u>Current Assets</u>		
Cash funds	16,203	18,093
Debtors	600	0
	16,803	
<u>TOTAL ASSETS</u>	26,647	26,264
<u>Current Liabilities</u>		
Creditors and other	0	2,100