

1075031

**POTTERS HOUSE CHRISTIAN FELLOWSHIP CHURCH**

**TOTTENHAM**

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2003**

No 9  
ACCOUNTS  
23 JUN 2004  
RECEIVED BY POST TEAM  
COMPLIANCE DIVISION

**Potter's House Christian Fellowship Church, Tottenham**  
**Registration Number 1075031**  
**Accounting Statement**  
**For the year to 31 December 2003**

	Unrestricted funds	Restricted funds	Total this Year	Total last Year
	£	£	£	£
<b>Receipts</b>				
<i>Donations</i>				
Donations and other similar receipts	26,579	19,654	46,233	24,448
<i>Other</i>				
Other receipts	9,949		9,949	5,457
Bank Interest		37	37	1
<b>Total Receipts</b>	<b>36,528</b>	<b>19,691</b>	<b>56,219</b>	<b>29,906</b>
<b>Payments</b>				
<b>Payments for Generating funds</b>				
Printing & Advertising	2,010		2,010	1,945
<b>Charitable Payments</b>				
<b>Costs of activities in furtherance of the objects of the charity</b>				
Fellowship Tithe	2,493		2,493	1,841
Revival Expenses			0	0
Outreach costs	518		518	1,344
Other offerings	465		465	1,496
Hospitality	2,889		2,889	3,072
Visiting speakers	3,631	1,459	5,090	4,360
Conference & Seminars	1,879		1,879	597
Air fares and travel	553		553	1,892
Salaries			0	0
<b>Management &amp; Admin expenditure</b>				
Building Rent	8,570		8,570	1,844
Housing Allowance			0	3,010
Equipment purchases & repairs	42		42	1,077
Insurance	542		542	511
Bank charges	246		246	457
Professional fees	50		50	0
Stationery & Postage	415		415	469
Utilities	4,415		4,415	4,301
Accommodation			0	116
Motor vehicle expenses	3,831		3,831	0
Equipment hire			0	1,548
Books & Periodicals	317		317	353
Benevolence	152		152	459
Miscellaneous	249		249	118
	33,267	1,459	34,726	30,810
<b>Other payments</b>				
Purchase of fixed assets	2,743		2,743	2,141
Loan repaid	1,800		1,800	0
<b>Total Payments</b>	<b>37,810</b>	<b>1,459</b>	<b>39,269</b>	<b>32,951</b>
<b>Net of Receipts / (Payments)</b>	<b>-1,282</b>	<b>18,232</b>	<b>16,950</b>	<b>-3,045</b>
<b>Cash Funds at 1 January 2003</b>	<b>1,133</b>	<b>10</b>	<b>1,143</b>	<b>4,188</b>
<b>Cash Funds at 31 December 2003</b>	<b>-149</b>	<b>18,242</b>	<b>18,093</b>	<b>1,143</b>

**Potter's House Christian Fellowship Church, Tottenham**  
**Statement of Assets and Liabilities**  
**As at 31 December 2003**

	2003 £	2002 £
<b><u>ASSETS</u></b>		
<b><u>Fixed Assets</u></b>		
Tangible assets	8,171	6,236
<b><u>Current Assets</u></b>		
Cash funds	18,093	1,143
<b><u>TOTAL ASSETS</u></b>	<b><u>26,264</u></b>	<b><u>7,379</u></b>
<b><u>Current Liabilities</u></b>		
Creditors and other	<b><u>-2,100</u></b>	<b><u>-4,685</u></b>

# Independent Examiner's Report on the Accounts

## Receipts and Payments Accounts

Report to the trustees/members of

Charity Name THE POTTERS HOUSE CHRISTIAN FELLOWSHIP  
TOTTENHAM

On accounts for the year ended

31/12/03

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.

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

[Signature]

Date

18 MAY 2004

Name

JOHN GALT

Relevant professional qualification or body (if any)

MAA

Address

7 ROYAL LAKE  
ATTLEBOROUGH  
NORFOLK  
NR17 2HX

Disclosure Section

Only complete if the examiner needs to highlight material problems

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

A large, empty rectangular box with a thin black border, occupying the right two-thirds of the page. It is intended for the user to provide details of items to be disclosed, as indicated by the text on the left.

**THE POTTER'S HOUSE CHRISTIAN FELLOWSHIP CHURCH, TOTTENHAM**  
**CHARITY NUMBER 1075031**  
**TRUSTEES' REPORT FOR THE YEAR TO 31 DECEMBER 2003**

The trustees present their report along with the financial statements of the charity for the year to 31 December 2003. 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 consider that the decline in the growth of the church and the finances received had been expected as there had been a pastoral change in December 2001. As normal with such situations it has not taken the trustees by surprise. Since January 2003, the trustees have seen a gradual increase in people attending the church and in finances raised. If it carries on at the present rate, the 2003 results will be very good.

**Financial review**

As expected, donations have actually increased since 2002. The non-restricted funds have actually gone up by 19%, whereas a large amount was collected as restricted funds. This was to be used to purchase a building, which unfortunately did not materialise due to not receiving planning permission. The funds are kept until another building is found. 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 18/5/04 and signed on their behalf by the pastor of the church who chaired the meeting.



Bryan Richmond  
Pastor