

Company Number: 5314519 (England & Wales)

Charity Registered Number: 1107871

**HOPE COMMUNITY CHURCH SWANLEY**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2024**

**HOPE COMMUNITY CHURCH SWANLEY  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2024**

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**HOPE COMMUNITY CHURCH SWANLEY  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2024**

**Trustees and directors**

A Earnshaw  
P Halford  
S Ritchie  
J Withers  
G Withers

**Company Secretary**

Mrs J Withers

**Registered & Principal Office**

102 Swanley Lane  
Swanley  
Kent  
BR8 7LH

**Accountants**

Pearce Accounts Limited  
58 Sermon Drive  
Swanley  
Kent  
BR8 7HT

**Bankers**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**HOPE COMMUNITY CHURCH SWANLEY**  
**DIRECTOR'S AND TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

The Directors who are also the Trustees present their annual report with financial statements of the charitable company for the year ended 31st March 2024.

### **LEGAL STATUS**

Hope community church Swanley is a registered charity and a company limited by guarantee and therefore governed by its Memorandum and Articles of Association.

The Trustees holding office during the financial year were:

J Withers  
A Earnshaw  
P Halford  
S Ritchie  
G Withers

None of the Trustees have any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of the charity winding up.

### **ORGANISATIONAL STRUCTURE**

The Church is run on a day-to-day basis by the pastor together with volunteer support staff. They report on a regular basis to the Trustees.

Trustees are appointed by a majority vote of the existing Trustees, appropriate training and support is provided to new Trustees adapting to their role.

#### **Aims and Purposes**

The trustees of Hope Community Church (HCC) have the responsibility of ensuring the promotion of its mission as laid out in the Memorandum of Association.

This mission includes the advancement of the Christian faith at home and abroad, and relieving people in conditions of need, hardship, or those who are aged or sick.

#### **Objectives and Activities**

HCC is committed to making the benefits of the Christian faith available to as many as want to access them and seeks to work beyond its own internal organisational life to make those benefits available to all.

When planning HCC's activities for the year, the trustees along with the church elders have considered the Charity Commission's guidance on public benefit and, in particular, the guidance on charities for the advancement of religion.

#### **Achievements and Performance**

##### **Sunday Worship**

During the year, attendances at Sunday gatherings remained steady, with a good number of visitors attending the annual Christmas Carol Service, where the emphasis is on reaching out to the wider community.

##### **Children's Work**

Our Sunday children's work continued to flourish under Suzanne Barnaby and Beth Earnshaw's leadership. Our group continues to have higher than the national average of Looked After Children, which affects how the leaders are both preparing and delivering the sessions. Special attention is given to providing therapeutic responses to behavioural and emotional needs expressed. All our children's workers continue to hold the required DBS checks and undergo regular safeguarding training.

**HOPE COMMUNITY CHURCH SWANLEY**  
**DIRECTOR'S AND TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2024**  
**(Continued)**

**Achievements and Performance (continued)**

**Ukraine Crisis**

With the war in Ukraine continuing, HCC members have continued to provide both finances and material goods for relief of suffering in Ukraine. Nearly £2,500 has been directed through Hope Church Orpington ([www.hopechurchuk.org](http://www.hopechurchuk.org)) for the purchase and delivery of relief supplies for the Ukraine and Ukrainian refugees in Poland. The goods are channelled through known church links in Poland the Ukraine.

**Safeguarding**

During the year, Alwyn Earnshaw stepped back from being Safeguarding Lead, and his place on the team was taken by Carolynne Price-Howarth, who brings with her a wealth of experience, both in providing children's work and safeguarding.

The Safeguarding Team of Sarah Ritchie, Georgina Heasman and Carolynne Price-Haworth continue to provide an excellent level of service for us. We continue as members of thirtyone:eight ([www.thirtyoneeight.org](http://www.thirtyoneeight.org)) who provide advice as needed and DBS checks.

**Policies, Procedures and Risk Assessments**

Extensive work has been done throughout the year to make sure we have the recommended policies, procedures and risk assessments in place so that the trustees fulfil their duties towards the church.

During the year the following policies were drafted, written or revised: - Complaint Handling, Conflict of Interest, Grant Making, Investment, Paying Staff, Reserves, Risk Management and Safeguarding. Work will continue going forward to finalise the following policies: Equal Opportunities, GDPR & Data Protection and Social Media Usage.

**Other Activities**

During the year, HCC has worked at activities to build community: during the winter months we followed many Sunday services with community meals and in the summer months organised walks which were popular with many friends from outside the church.

The church now partners with Kintsugi Hope ([www.kintsugihope.com](http://www.kintsugihope.com)), a charity which strives to make a difference to people's mental wellbeing. Three of our members have been trained to deliver the course, and one course has now been run. Attendees from inside and outside of the church have both offered positive feedback on the impact the course has had on them.

HCC continues to run Alpha, a course designed to help people explore the Christian faith, and which subsequently had a positive impact on Sunday attendances.

Two of our church members continue to serve as governors at Horizon Primary Academy, in whose premises we meet each Sunday.

HCC is a referral agency for Swanley Foodbank ([www.swanleydistrict.foodbank.org.uk](http://www.swanleydistrict.foodbank.org.uk)) whom we continue to support financially and with volunteers.

Plans are currently in the early stages to start both a toddler group and a youth group as a means of being of benefit to wider community of Swanley. Both areas have been identified as having gaps in provision as the old toddler group was lost during the Covid 19 season and the school no longer being able to be used as a venue, it is hoped to be able to use another church hall as a venue. There has been a lack of youngsters to be able to run a youth group. It is envisioned to run this jointly with the URC Church in Swanley and we are in talks to use their premises.

Following recent training courses, work is in the early stages of setting up a leadership team to support the work of the church elders. The main driver is to increase capacity in what we can undertake as a church.

**HOPE COMMUNITY CHURCH SWANLEY**  
**DIRECTOR'S AND TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2024**  
**(Continued)**

**Financial Review**

Church income for the year was £44,739. Expenditure was £34,110. At the end of the year there was an overall surplus of £10,629.

After a period where the church did not have any paid workers, HCC has re-employed Alwyn Earnshaw in a part time capacity since September 2023, for 2 days a week, mainly in the role of leadership training and teaching. It is hoped to employ someone part time to undertake an administrative role within the church thus enabling the church to run more efficiently, this will happen withing the next 6 months.

**Trustees of HCC**

During the period covered by the report, Alwyn Earnshaw has continued acting as chairman, the other trustees have continued in their current roles. Despite some setbacks, the trustees are actively looking to expand the group to increase its diversity, depth and skill set, hopefully drawing from the pool created through the leadership team program.

**Conclusion**

2023-2024 has been a year of making sure we have everything in place to ensure that the work of HCC can go forward on a more solid and secure footing. The trustees are grateful for members' continued support both in volunteering and generous financial giving.

**RESERVES POLICY**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

**RISKS**

The charity has assessed the risks to which it is exposed and has taken steps to mitigate those risks. The main risks faced by the charity are in respect of maintaining funding levels in order to continue with the present level of services. We are considering a fundraising program in the forthcoming year to ensure that funding levels are comfortable for the charity.

**PUBLIC BENEFIT STATEMENT**

In planning activities for the year, the trustees confirm that the Charity Commission's guidance on public benefit (section 4 of the 2006 Charities Act). This is discussed within the achievement and performance section of this report.

**HOPE COMMUNITY CHURCH SWANLEY**  
**DIRECTOR'S AND TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2024**  
**(Continued)**

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**HOPE COMMUNITY CHURCH SWANLEY**  
**DIRECTOR'S AND TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2024**  
**(Continued)**

**TRUSTEES RESPONSIBILITIES**

Company law requires the directors to prepare financial statements for each financial year which gives a true and fair view of the state to affairs of the company as at the end of the financial year and of the surplus or deficit of the company for that year. In preparing those financial statements the directors are required to:-

- select suitable policies and the apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

The above report has been prepared in accordance with the special provisions relating to the small companies within part 15 of the Companies Act 2006 and the Charities Act 2011 and in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

This Report was approved by the Trustees on 17/02/2024



.....  
**Trustee**

**HOPE COMMUNITY CHURCH SWANLEY**  
**INDEPENDENT EXAMINERS REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

I have examined the financial statements on pages 6 to 11. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

**Respective responsibilities of the trustees and examiner**

The Trustees' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees Responsibilities. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

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


**Basis of opinion**

My examination was carried out in accordance with the 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 the seeking of explanations from you as trustee 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:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (b) to prepare accounts which accord with the accounting records to comply with the accounting requirements of the 2011 Act;have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Debbie Pearce  
Pearce Accounts Limited  
Chartered Certified Accountants  
58 Sermon Drive  
Swanley  
Kent BR8 7HT

Dated: 17.12.2024

**HOPE COMMUNITY CHURCH SWANLEY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

|   | 31st March 2024 |              |               | 31st March 2023 |
|---|-----------------|--------------|---------------|-----------------|
|   | Unrestricted    | Restricted   | Total         | Total           |
|   | Funds           | Funds        |               |                 |
|   | £               | £            | £             | £               |
| <b>INCOMING RESOURCES</b>                     |                 |              |               |                 |
| Voluntary income                              | 41,025          | 3,608        | 44,633        | 42,354          |
| Investment income                             | 106             |              | 106           | 59              |
| Incoming resources from charitable activities | -               |              | -             | -               |
| <b>TOTAL INCOMING RESOURCES</b>               | <b>41,131</b>   | <b>3,608</b> | <b>44,739</b> | <b>42,413</b>   |
| <b>RESOURCES EXPENDED</b>                     |                 |              |               |                 |
| Charitable activities                         | 29,830          | 3,560        | 33,390        | 20,488          |
| Governance costs                              | 720             |              | 720           | 720             |
| <b>TOTAL RESOURCES EXPENDED</b>               | <b>30,550</b>   | <b>3,560</b> | <b>34,110</b> | <b>21,208</b>   |
| <b>NET SURPLUS FOR THE YEAR</b>               | <b>10,581</b>   | <b>48</b>    | <b>10,629</b> | <b>21,205</b>   |
| Transfers                                     | -               | -            | -             | -               |
| Total funds brought forward                   | 58,196          | -            | 58,196        | 36,991          |
| <b>Total funds carried forward</b>            | <b>68,777</b>   | <b>48</b>    | <b>68,825</b> | <b>58,196</b>   |

The Statement of Financial Activities includes all gains and losses in the year.  
All incoming and expended resources derive from continuing activities.

**HOPE COMMUNITY CHURCH SWANLEY**

**BALANCE SHEET**

**AS AT 31 MARCH 2024**

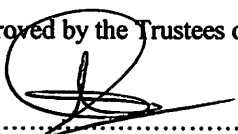
|   | Notes | 2024<br>£            | 2023<br>£            |
|---|-------|----------------------|----------------------|
| <b>FIXED ASSETS</b>                                       |       |                      |                      |
| Tangible fixed assets                                     | 5     | 137                  | 458                  |
| <b>CURRENT ASSETS</b>                                     |       |                      |                      |
|   | 6     | <u>71,046</u>        | <u>58,458</u>        |
|   |       | 71,046               | 58,458               |
| <b>CREDITORS: Amounts falling due<br/>within one year</b> | 7     | <u>2,358</u>         | <u>720</u>           |
| <b>NET CURRENT ASSETS</b>                                 |       | <u>68,688</u>        | <u>57,738</u>        |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>              |       | <u><u>68,825</u></u> | <u><u>58,196</u></u> |
| <b>FUNDS</b>  |       |                      |                      |
| Unrestricted funds  |       | 68,777               | 58,196               |
| Restricted funds  | 9     | <u>48</u>            | <u>-</u>             |
|   |       | <u><u>68,825</u></u> | <u><u>58,196</u></u> |

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and in accordance with FRS102 SORP.

For the financial period ended 31<sup>st</sup> March 2024 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Trustees on 17/12/2024

  
.....  
Trustee

**HOPE COMMUNITY CHURCH SWANLEY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The Financial Statements are prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

**1.2 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amounts can be quantified with reasonable accuracy in the period to which it relates.

**1.3 Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

**1.4 Value Added Tax**

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

**1.5 Tangible Fixed Assets and Depreciation**

Tangible fixed assets are stated at cost less depreciation

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

|                       |                              |
|-----------------------|------------------------------|
| Computer equipment    | - 10% straight line basis    |
| Fixtures and fittings | - 20% reducing balance basis |

**1.5 Restricted funds**

Restricted funds are to be used for the purposes specified by the donor. Expenditure which meets these criteria is identified to the fund.

**1.6 Unrestricted funds**

Unrestricted funds are grants, donations and other income received or generated for the objects of the charity' without further specified purpose and are available as general funds.

**1.7 Designated funds**

Designated funds are unrestricted funds set aside by the trustees for specific purposes.

**1.8 Liabilities**

Liabilities are recognised where a legal obligation to transfer economic benefit exists.

**1.9 Pension costs**

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**HOPE COMMUNITY CHURCH SWANLEY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

|           |  |               |             |
|-----------|--|---------------|-------------|
| <b>2.</b> | <b>NET INCOMING RESOURCES</b>            |               |             |
|           | Net resources are stated after charging: | <b>2024</b>   | <b>2023</b> |
|           |  | <b>£</b>      | <b>£</b>    |
|           | Depreciation of owned assets             | <u>321</u>    | <u>321</u>  |
| <br>      |  |               |             |
| <b>3.</b> | <b>STAFF COSTS</b>                       |               |             |
|           |  | <b>£</b>      | <b>£</b>    |
|           | Wages and salaries                       | 12,545        | -           |
|           | Pension costs                            | <u>1,050</u>  | <u>-</u>    |
|           |  | <u>13,595</u> | <u>-</u>    |

The average number of employees during the period was 1 (2023 – 0).

- 4. TRUSTEE REMUNERATION AND EXPENSES**  
During the year to 31 March 2024, Hope Community Church incurred wages costs of £12,545 and pension costs of £1,050 relating to the employment of Mr A Earnshaw, a Trustee of the charity. No remuneration was paid in the year to 31 March 2023.

Small incidental expenses totalling £1,365 (2023 - £1,401), were reimbursed to A Earnshaw, and £nil (2023 £32) to G Withers who were Trustees, during the year.

Trustees also made donations to the charity totalling £11,190 (2023: £12,385).

**5. TANGIBLE FIXED ASSETS**

| Cost                   | Fixtures and Fittings<br>£ | Computer Equipment<br>£ | Total<br>£   |
|------------------------|----------------------------|-------------------------|--------------|
| Balance B/Forward      | 623                        | 3,211                   | 3,834        |
| Additions              | -                          | -                       | -            |
| Disposals              | -                          | -                       | -            |
| Balance C/Forward      | <u>623</u>                 | <u>3,211</u>            | <u>3,834</u> |
| <b>Depreciation</b>    |                            |                         |              |
| Balance B/Forward      | 623                        | 2,753                   | 3,375        |
| Depreciation Charge    |                            | 321                     | 321          |
| Disposal Adjustment    | -                          | -                       | -            |
| Balance C/Forward      | <u>623</u>                 | <u>3,074</u>            | <u>3,376</u> |
| <b>Net Book Values</b> |                            |                         |              |
| At 31st March 2024     | <u>-</u>                   | <u>137</u>              | <u>137</u>   |
| At 31st March 2023     | <u>-</u>                   | <u>458</u>              | <u>458</u>   |

**HOPE COMMUNITY CHURCH SWANLEY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

**6. DEBTORS**

|               | £<br>2024     | £<br>2023     |
|---------------|---------------|---------------|
| Gift aid      | 16,889        | 11,065        |
| Other debtors | <u>677</u>    | <u>652</u>    |
|               | <u>17,566</u> | <u>11,757</u> |

**7. CREDITORS: Amounts falling due within one year**

|                  | £            | £          |
|------------------|--------------|------------|
| Accruals         | 1,308        | 720        |
| Pension creditor | <u>1,050</u> | <u>-</u>   |
|                  | <u>2,358</u> | <u>720</u> |

**8. PENSION SCHEME**

During the year payments totalling £nil (2023 - £nil) were paid into a defined contribution pension scheme. £1,050 was outstanding at year end (2023 - £nil).

**9. RESTRICTED FUNDS**

During the year donations were received specifically to support Ukraine, at year end a balance of £48 collected was held to be paid over.

**10. LIMITED LIABILITY STATUS**

The company is limited by guarantee and has no share capital.

**11. ULTIMATE CONTROLLING PARTY**

The charity is controlled by its Trustees.

**HOPE COMMUNITY CHURCH SWANLEY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

**11. INCOME AND EXPENDITURE ACCOUNT**

|                                       | <b>2023</b>          | <b>2022</b>          |
|---------------------------------------|----------------------|----------------------|
|                                       | <b>£</b>             | <b>£</b>             |
| <b>INCOME</b>                         |                      |                      |
| Donations and gifts                   | 37,314               | 38,937               |
| Gift aid                              | 5,040                | 6,081                |
| Bank interest received                | 59                   | -                    |
| <b>TOTAL INCOME</b>                   | <u>42,413</u>        | <u>45,018</u>        |
| <b>EXPENDITURE</b>                    |                      |                      |
| Wages                                 | -                    | 12,736               |
| Pensions                              | -                    | 750                  |
| Donations                             | 9,955                | 4,789                |
| Rent and insurance                    | 5,758                | 2,615                |
| PPS & Advertising                     | 662                  | 752                  |
| Hall fees and catering                | 402                  | -                    |
| Equipment                             | 784                  | 1,018                |
| Children and youth work               | 1,557                | 1,009                |
| Depreciation computer equipment       | 321                  | 195                  |
| Bank charges                          | 72                   | 96                   |
| Computer exps                         | 489                  | -                    |
| Sundry expenses                       | 488                  | 880                  |
| Accountancy Fees                      | 720                  | 780                  |
| Payroll Services                      | -                    | 132                  |
| <b>TOTAL EXPENDITURE</b>              | <u>21,208</u>        | <u>25,752</u>        |
| <b>SURPLUS FOR THE FINANCIAL YEAR</b> | <u><u>21,205</u></u> | <u><u>19,266</u></u> |