

REGISTERED COMPANY NUMBER: 07131167 (England and Wales)
REGISTERED CHARITY NUMBER: 1134592

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017
FOR
CHRISTIAN PRISON RESOURCING**

**Heather's Bookkeeping Services
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CHRISTIAN PRISON RESOURCING
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FOR THE YEAR ENDED 31 DECEMBER 2017

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CHRISTIAN PRISON RESOURCING
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2017. The trustees have adopted the provisions of the FRS102 Charity SORP.

The annual report has been compiled with due regard to guidance published by the Charity Commission on public benefit.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07131167 (England and Wales)

Registered Charity number

1134592

Registered office

Suite 2
Rutland House
44 Masons Hill
Bromley
Kent, BR2 9JG

Trustees

B H Edwards	Retired minister
D Fortune	Minister
T S Laurence	Solicitor non-practising
S D Willis	Managing Director
A C Lyell	Minister of Religion
C A Summers	Actuary
C N Whiteley	Retired

There are no persons of significant control.

Independent Examiner

Stephen Mathews FCA
Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

CHRISTIAN PRISON RESOURCING

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

New trustee directors are appointed in accordance with the Articles of Association. Rev D Fortune is not subject to retirement by rotation. One third of the remaining trustees are required to retire by rotation at each annual general meeting. Additional trustees may be appointed from time to time by the trustees in accordance with the Memorandum and Articles of Association.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives

To provide resources to chaplains for themselves and for prisoners/detainees in Her Majesty's Prisons, Young Offenders Institutions and Immigration Removal Centres. Such resources will include, but will not be limited to: the preaching and teaching of the Bible; Christian material in the form of books, DVD's, CD's and other forms of media; the training of volunteers to work in prisons and provide these resources. To link with, and support, churches in which released prisoners will continue in Christian maturity and be integrated back into society, thereby providing public benefit.

Significant activities for achieving objectives

The charity's major strategies are to train prisoners/detainees; to provide a website of central resources; to supply resources; to train volunteers; to nurture church relationships; to gain sponsorship; to link prisoners to churches and to co-operate with and encourage other Christian organisations with a similar ethos working in prisons as partners in the gospel.

Vision

We aspire to see prisoners becoming Christlike and reflecting this in their reverence for Christ and the Bible. A Christlike person will also demonstrate a wholeness that will be attractive to those outside the Christian faith both inside prison – in the way they relate to staff and fellow prisoners/detainees – and, after their release, in how they function in the community. Our aim is to operate throughout the UK and to do so in harmony with other Christians working in Her Majesty's prisons and with the support of local churches.

ACHIEVEMENT AND PERFORMANCE

During the year the company employed three staff members: David Fortune (Director of Ministry) and Fiona Keegan (Staff Associate) and Ed Nicholas (Staff Associate) . There is also a team of several volunteers and Sessional Workers. The staff and volunteers have visited over 41 prisons and IRCs; held about 1400 Bible studies and services. CPR gave prisoners £12,074 on media (books and CDs) at cost price, of which £2,833 was for marking and postage and stationery All of this was covered by restricted donations specifically for this purpose. Sales were made of £1,010 for media (books and CDs) at Presentations with the promise of giving an equivalent value to prisoners, i.e. at the same selling price. Some £9,241 worth of media were given away because CPR enjoy a margin exceeding 50%. CPR takes no profit from any media sales but applies such to further donations of media material. At full retail price the value given away was much higher than £9,241. The combined value of media given to prisoners and detainees amounted to £22,768 at RRP as per publisher's web prices.

CHRISTIAN PRISON RESOURCING
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

FINANCIAL REVIEW

Reserves policy

The CPR reserves policy is to maintain total reserves that remain above typical expenditure over a 6 month period. Expenditure is defined as unrestricted expenditure plus any anticipated transfer to fund annual shortfalls in restricted funds. Currently this amounts to annual expenditure of around £65,000.

The results for the period are set out on page 5. During this year of trading, there was a deficit of incoming resources over resources expended of -£8,763. This reduced the balance carried forward overall (general, staff and media funds) to £111,399 at 31 December 2017 (£120,162 in December 2016).

Principal funding source

Finance for the charity is obtained from the regular support derived from individual Christians (including Gift Aid); Christian organisations; churches; Gift Aid on sponsored donations for material and books; book and literature sales from deputations; offerings from preaching and teaching by staff and other supporters.

Investment policy and objectives

Most of the charity's funds are spent in the short term so there is no need for long term investment. Surplus cash is placed on deposit A 'major donation' shall be any once off donation or legacy exceeding £20 000 and for which no promise of being repeated is given. The funds shall normally go directly to Reserves and be released equally to income over 60 months commencing with the month in which it was received. Income which has been given specifically for a particular purpose shall only be used for that purpose unless permission is granted by the donor to apply to donation or any surplus to any other use. Failing that, the surplus shall be returned to the donor. For the avoidance of doubt, all non specified donations or those marked for General Funds, may be used as the trustees deem fit.

Directors' Responsibilities:

Charity law requires us as Directors to prepare financial statements for each accounting year which give a true and fair view of the state of the charity and of its income and expenditure for the year.

To select suitable accounting policies and apply them consistently.

To make judgements and estimates that are reasonable and prudent.

To state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; to prepare the financial statements on a going concern basis unless it is inappropriate to presume the charity will continue in business.

We are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable us to ensure that the financial statements comply with the Companies Act 2006.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

SIGNED BY THE CHAIRMAN ON BEHALF OF THE BOARD:

.....
B H Edwards – Trustee

Date:.....20 September 2018...

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CHRISTIAN PRISON RESOURCING**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2017 on pages 5 to 14 following, which have been prepared on the basis of the accounting policies set out on page 3.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Stephen Mathews FCA

2018

For and on behalf of:
Stewardship
1 Lamb's Passage
London, EC1Y 8AB

CHRISTIAN PRISON RESOURCING
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING AN INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	Unrestrict Funds 2017 £	Unrestrict Funds 2016 £	Restricted Funds 2017 £	Restricted Funds 2016 £	Year Ended 31.12.17 Total Funds £	Year Ended 31.12.16 Total Funds £
INCOME FROM:							
Donations and legacies	1	54,410	61,549	58,410	59,132	112,820	120,681
Gift Aid		5,600	4,825	8,609	9,640	14,209	14,465
Charitable Activities	2	-	-	847	1,081	847	1,081
Investments		-	-	-	-	-	-
Interest	3	120	376	-	-	120	376
TOTAL		60,130	66,750	67,866	69,853	127,996	136,603
EXPENDITURE ON							
Raising funds		-	-	-	-	-	-
Charitable Activities	4	27,983	58,628	108,776	59,357	136,759	117,985
Other		-	-	-	-	-	-
Total		27,983	58,628	108,776	59,357	136,759	117,985
NET INCOME/(EXPENDITURE)		32,147	8,122	(40,910)	10,496	(8,763)	18,618
Transfer between funds		(33,307)		33,307			
Other recognised gains/losses							
Gains/(losses) on revaluation of fixed assets		-	-	-	-	-	-
Gains/(losses) on investment assets		-	-	-	-	-	-
Actuarial gains/(losses) on defined benefit pension schemes		-	-	-	-	-	-
RECONCILIATION OF FUNDS							
Total funds brought forward		90,676	82,554	29,486	18,990	120,162	101,544
TOTAL FUNDS CARRIED FORWARD		89,516	90,676	21,883	29,486	111,399	120,162

The notes form part of these financial statements Page 5

CHRISTIAN PRISON RESOURCING

**BALANCE SHEET
AT 31 DECEMBER 2017**

	Notes	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
FIXED ASSETS					
Tangible Assets	8	193	-	193	256
CURRENT ASSETS					
Debtors	9	9,395		9,395	8,857
Cash at bank and in hand		<u>82,329</u>	<u>21,883</u>	<u>104,212</u>	<u>112,759</u>
		91,724	21,883	113,607	121,616
LIABILITIES					
Amounts falling due within one year	10	<u>(2,401)</u>	-	<u>(2,401)</u>	<u>(1,710)</u>
NET CURRENT ASSETS		<u>89,323</u>	<u>21,883</u>	<u>111,206</u>	<u>119,906</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		89,516	21,883	111,399	120,162
LIABILITIES					
Amounts falling due after more than one year	11	<u>-</u>	<u>-</u>	<u>-</u>	
NET ASSETS		<u>89,516</u>	<u>21,883</u>	<u>111,399</u>	<u>120,162</u>
FUNDS					
Unrestricted funds	12			89,516	90,676
Restricted funds				<u>21,883</u>	<u>29,486</u>
TOTAL FUNDS				<u>111,399</u>	<u>120,162</u>

The notes form part of these financial statements

CHRISTIAN PRISON RESOURCING

**BALANCE SHEET – CONTINUED
AT 31 DECEMBER 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) Preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

Brian Edwards

.....

B H Edwards – Trustee

20 September 2018

The notes form part of these financial statements

CHRISTIAN PRISON RESOURCING
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard 102 Charity SORP and the Companies Act 2006.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Most of the charity's funds are spent in the short term so there is no need for long term investment. Surplus cash will be placed on deposit. Where gifts have been received specifically restricted for use in future periods, amounts received are recorded in the balance sheet as deferred income and then released to income across the specific periods.

Resources expended

Expenditure, including unrecoverable VAT, is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. This relates to items valued at £250 or more.

Computer Equipment	-25% on reducing balance
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Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. At Financial Year End the trustees elect to transfer funds from unrestricted to reduce staff deficits in restricted funds. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension Costs

An amount of £600 per month (£436 Employer and £164 Employee) is put into a personal pension scheme for Mr David Fortune. This is included in Staff Costs.

Donations of £43,750 had been recorded as Restricted Funds when in fact they were unrestricted subsequently Designated by the trustees to fund an additional director. An adjustment has been made to the Restricted and Unrestricted balances brought forward at 1 January 2017 to show the correct position (see note 12).

CHRISTIAN PRISON RESOURCING
NOTES FOR THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017

2. ACTIVITIES FOR GENERATING FUNDS

	Year Ended 31.12.2017	Year Ended 31.12.2016
	£	£
Book Sales	847	1,081

3. INVESTMENT INCOME

	Year Ended 31.12.2017	Year Ended 31.12.2016
	£	£
Deposit Account Interest	120	376

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Year Ended 31.12.2017	Year Ended 31.12.2016
	£	£
Charitable Activities	135,835	117,079
Accountancy Fees Independent Examination	924	906
	136,759	117,985

See detailed analysis on pages 13 and 14

No other payments were made to Stewardship who acted as independent examiners to CPR.

5. NET INCOMING(OUTGOING) RESOURCES

	Year Ended 31.12.2017	Year Ended 31.12.2016
	£	£
Depreciation – owned assets	64	86

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016.

However, Rev D Fortune, who is a trustee and key management personnel, received remuneration and expenses during the period, within his role as an employee of the company, in accordance with the Articles of Association. The details are set out in note 13 of these financial statements.

CHRISTIAN PRISON RESOURCING

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 December 2017 nor for the year ended 31 December 2016.

7. STAFF COSTS

	Year Ended 31.12.2017	Year Ended 31.12.2016
	£	£
Wages and salaries	55,781	46,010
Social Security costs	2,382	1,375
Other pension costs	7,200	7,200
	<u>65,363</u>	<u>54,585</u>

The average monthly number of employees during the year was as follows:

	Year Ended 31.12.2017	Year Ended 31.12.2016
All Staff	3	3

8. TANGIBLE FIXED ASSETS

	Computer Equipment £
NET BOOK VALUE At 31 December 2016	<u>256</u>
	256
DEPRECIATION Charge for period to 31.12.2017	<u>63</u>
	63
NET BOOK VALUE At 31 December 2017	<u>193</u>

CHRISTIAN PRISON RESOURCING
NOTES TO FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Gift Aid & Sundry Debtors	9,395	8,857
	<u>9,395</u>	<u>8,857</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Sundry Creditors	2,401	1,710
	<u>2,401</u>	<u>1,710</u>

11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2017	2016
	£	£
Deferred income	-	-
	<u>-</u>	<u>-</u>

12. MOVEMENT IN FUNDS

	At 1.1.17	Net	At 31.12.17
	£	Movement in	£
		funds	
		£	
Unrestricted funds			
General Fund	46,924	1,578	48,502
Designated Fund	43,750	(2,736)	41,014
Restricted Funds			
Restricted Media Funds	8,227	(1,014)	7,213
Restricted Staff Funds	21,261	(6,590)	14,671
	<u>120,162</u>	<u>(8,763)</u>	<u>111,399</u>
TOTAL FUNDS			

The Fund Figures brought forward at 1 Jan 2017 have been adjusted to reflect donations received and classified as Restricted when in fact they were Unrestricted and subsequently Designated by the trustees to fund the appointment of a new director

	Incoming	Resources	Transfer	Movement
	Resources	expended	of funds	in funds
	£	£	£	£
Unrestricted funds				
General Fund	60,130	27,981	(30,571)	1,578
Designated Fund	-	-	(2,736)	(2,736)
Restricted Funds				
Restricted Media Funds	7,336	8,350		(1,014)
Restricted Staff Funds	60,530	100,428	33,307	(6,591)
	<u>127,996</u>	<u>136,759</u>	<u>0</u>	<u>(8,763)</u>
TOTAL FUNDS				

CHRISTIAN PRISON RESOURCING

**NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017**

Restricted Staff Funds are donated and designated for the wages and expenses for specific members of staff or for the Sessional Workers. The figures include a large donation for an extra senior staff member still to be appointed. At end of Financial year 31 December 2017 an amount of £30,571 was transferred from General Fund and £2,736 from Designated Funds to Staff Funds to cover any fund deficits as required.

13. RELATED PARTY DISCLOSURES

Included in the statement of financial activities are the following costs relating to Reverend David Fortune, a trustee of the company and key management personnel, which were incurred in the course of his work as an employee of the company during the year:

	2017	2016
Salary	£34,021	£32,924
Pension Contributions	£7,200	£7,200
Expenses	£7,113	£6,420

In addition, and as permitted by the Articles of Association, costs of £10,348 was paid to Hannah Fortune and £3,220 to Esther Fortune for work undertaken for the charity are included within expenditure on charitable activities in the statement of financial activities.

Donations from Trustees and related parties totalled £29,753 for 2017 and £30,800 for 2016.

**CHRISTIAN PRISON RESOURCING
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017**

	Year Ended 31.12.17 £	Year Ended 31.12.16 £
INCOMING RESOURCES		
Voluntary Income		
Donations	112,820	120,681
Gift Aid	14,209	14,465
	<u>127,029</u>	<u>135,146</u>
Activities for generating funds		
Book sales	847	1,081
Investment Income		
Deposit Account Interest	120	376
	<u>127,996</u>	<u>136,603</u>
RESOURCES EXPENDED		
Charitable Expenditure		
Governance costs Accountancy Independent Examination	924	906
Purchases of books	4,836	12,441
Insurance	2,544	2,570
Computer costs	-	-
Depreciation of Computer equipment	64	86
Salaries	55,781	46,010
National Insurance	2,382	1,375
Pensions	7,200	7,200
Telephone	1,123	1,197
Postage & Stationery	975	1,680
Carried Forward	75,829	73,465

CHRISTIAN PRISON RESOURCING

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017

	Year ended 31.12.17 £	Year ended 31.12.16 £
Brought forward	75,829	73,465
Bookkeeping & Administrative costs	16,824	18,731
Course Production and Marking	13,568	1,527
Sundries	348	377
Advertising & Publicity	-	-
Travel costs	18,408	17,046
Professional costs	835	-
Bank charges	71	56
Sessional Workers	10,324	5,878
Open Day Costs	552	653
FITF Costs	-	252
Total Charity Expenditure	136,759	117,985
Net Income	(8,763)	18,618
