

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	September	2022	To	31	August	2023

Reference and administration details

Charity name
Other names charity is known by
Registered charity number
Charity's principal address

The Potter's House Prayer Ministry
SC047661

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Chairperson		
2				
3				
4				
5				
6				
7				
8				

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

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Structure, governance and management

Type of governing document

The Potter's House Prayer Ministry is an unincorporated Scottish Registered Charity, governed by the Management Committee as stipulated in the charities Constitution.

Trustee recruitment and appointment

Trustee members are appointed by Annual General Meeting established by the constitution. An induction programme for any new members takes place during the first week of September at which training and governance support is given to ensure that Trustee members are familiar with the Charity's values, aims and responsibilities in their role as designated trustees of the charity.

Objectives, activities and achievements

Charitable purposes

The advancement of religion", "The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage

Summary of the main activities and achievements in relation to these objects

The main activities include;

- Provided Training for new volunteers
- Provided foodbank to members and the community.
- Free Sunday kitchen
- Women empowerment weekly meetings
- Men career development
- Youth outreach and support meeting
- Children Sunday school and summer school events
- Single parenting seminars
- Daily midnight prayer
- Provision of Kangen water to members or healthy living
- Summer outreaches to the community to assist mental wellbeing.
- Provided seminars on healthy living and lifestyle.

Summary of the main activities and achievements

The main activities through the year included:

- Church Services – Church services took place every Sunday and Wednesday.
- Zoom meetings on Tuesdays and Fridays
- Family activities and support
- Food bank
- Provision of English and Spanish language lessons

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Financial review

Brief statement of the charity's policy on reserves

All reserves of the Charity are used to support the activities in the community. At the moment the organisation is determined to initiate more community-related projects. Therefore, we have started building up our reserve from members' donations which are provided as an unrestricted fund.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (e.g. Chair)

Date

	
Chairperson	
28/05/2023	

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	September	2022		31	August	2023

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	37,900	-			37,900	56,960
Legacies		-			-	
Grants	-	5,250			5,250	3,000
Receipts from fundraising activities	-	-			-	
Gross trading receipts	-	-			-	
Income from investments other than land and buildings	-	-			-	
Rents from land & buildings	-	-			-	
Gross receipts from other charitable activities	-	-			-	
					-	-
A1 Sub total	37,900	5,250	-	-	43,150	59,960
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-	-			-	
Proceeds from sale of investments	-	-			-	
A2 Sub total	-	-	-	-	-	-
Total receipts	37,900	5,250	-	-	43,150	59,960
A3 Payments						
Expenses for fundraising activities	1,198	-			1,198	6,417
Gross trading payments	20,858	-			20,858	22,314
Investment management costs	-	-			-	-
Payments relating directly to charitable activities	19,426	5,250			24,676	26,801
Grants and donations		-			-	-
Governance costs:	-	-			-	-
Audit / independent examination	300	-			300	300
Preparation of annual accounts	-	-			-	-
Legal costs	-	-			-	536
Other		-			-	-
					-	-
A3 Sub total	41,782	5,250	-	-	47,032	56,368
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	1,128				1,128	2,352
Purchase of investments	-	-			-	
A4 Sub total	1,128	-	-	-	1,128	2,352
Total payments	42,910	5,250	-	-	48,160	58,720
Net receipts / (payments)	(5,010)	-	-	-	(5,010)	1,240
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	(5,010)	-	-	-	(5,010)	1,240

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	6,776				6,776	5,536
	Surplus / (deficit) shown on receipts and payments account	(5,010)	-			(5,010)	1,240
	Transferred to Church of God Trust					-	-
	Adjustments					-	
	Cash and bank balances at end of year	1,766	-	-	-	1,766	6,776
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	0

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets	Furniture	Unrestricted			2,352
	Equipment	Unrestricted	1,128		-
		Total	1,128	-	2,352

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Profession Fee	Unrestricted	1,000	300
		Total	1,000	300

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of
approval

28/05/2024

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Additional analysis (2)

5 Breakdown of unrestricted funds

Breakdown of unrestricted funds						
	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	38,400				38,400	56,960
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	38,400	-	-	-	38,400	56,960
					cross ref error	
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	38,400	-	-	-	38,400	56,960
					cross ref error	
Payments						
Expenses for fundraising activities	1,198				1,198	6,417
Gross trading payments	20,858				20,858	22,314
Investment management costs					-	
Payments relating directly to charitable activities	19,426				19,426	23,801
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	300				300	300
Preparation of annual accounts					-	
Legal costs	-				-	536
Other					-	
Sub total	41,782	-	-	-	41,782	53,368
					-	
Payments relating to asset and investment movements						
Purchases of fixed assets	1,128				1,128	2,352
Purchase of investments					-	
Sub total	1,128	-	-	-	1,128	2,352
					-	
Total payments	42,910	-	-	-	42,910	55,720
					-	
Net receipts / (payments)	(4,510)	-	-	-	(4,510)	1,240
Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(4,510)	-	-	-	(4,510)	1,240
					cross ref error	

The Potter's House Prayer Ministry

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Additional analysis (3)

6 Breakdown of restricted funds

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
Receipts						
Donations					-	-
Legacies					-	-
Grants	5,250				5,250	3,000
Receipts from fundraising activities					-	-
Gross trading receipts					-	-
Income from investments other than land and buildings					-	-
Rents from land & buildings					-	-
Gross receipts from other charitable activities					-	-
Sub total	5,250	-	-	-	5,250	3,000
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
Sub total	-	-	-	-	-	-
Total receipts	5,250	-	-	-	5,250	3,000
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	5,250				5,250	3,000
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	5,250	-	-	-	5,250	3,000
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	5,250	-	-	-	5,250	3,000
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-
Nature and purpose of funds						

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

	Type of activity or project supported	Individual / institution	Number of grants made	£
C2 Grants				
			Total	-

C3a Trustee remuneration	If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	
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	Authority under which paid	£
C3b Trustee remuneration - details		

C4a Trustee expenses	If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	
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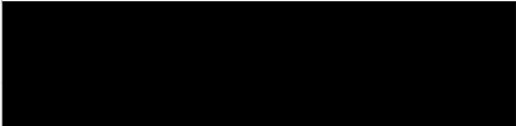
		Number of trustees	£
C4b Trustee expenses - details			

	Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
C5 Transactions with trustees and connected persons				

C6 Other information



Independent examiner's report on the accounts

Report to the trustees/members of	The Potter's House Prayer Ministry						
Registered charity number	SC047661						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	September	2022	to	31	August	2023
Set out on pages	3 and 4						
Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.</p>						
Basis of independent examiner's statement	<p>My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks 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.</p>						
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention;</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations <p>have not been met, or</p> <ol style="list-style-type: none"> To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed:					Date:	28/05/2023	
Name:							
Relevant professional qualification(s) or body (if any):	Member of Institute of Financial Accountants, Membership number 258913						
Address:	Avid Accountants						
	21 Blythwood Square						
	Glasgow						
	G2 4BL						