

REGISTERED NO: 2397678  
REGISTERED CHARITY NO: 801806

CHRISTIAN SERVICE CENTRE LIMITED  
(A charitable company limited by guarantee)

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FINANCIAL ACCOUNTS FOR THE  
YEAR ENDED 31st DECEMBER 1996



MARK SMITH & CO  
CHARTERED ACCOUNTANTS

CHRISTIAN SERVICE CENTRE LIMITED  
(A charitable company limited by guarantee)

DIRECTORS:	D L Gray G L Alexander S M Gillies
SECRETARY:	J S Wilson
REGISTERED OFFICE:	Victoria House Victoria Road Buckhurst Hill ESSEX IG9 5EX
REGISTERED NUMBER:	2397678
CHARITY NUMBER:	801806
AUDITORS:	MARK SMITH & CO Chartered Accountants 11/12 The Shrubberies George Lane South Woodford LONDON E18 1BD

CHRISTIAN SERVICE CENTRE LIMITED  
(A charitable company limited by guarantee)

FINANCIAL ACCOUNTS  
FOR THE YEAR ENDED 31st DECEMBER 1996

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The following page does not form part of the Statutory Accounts

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CHRISTIAN SERVICE CENTRE LIMITED  
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REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31st DECEMBER 1996

The directors present their annual report with the accounts of the company for the year ended 31st December 1996.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was supporting and encouraging Christian Service through the provision of information.

**DIRECTORS**

The directors in office in the year were as follows:

D L Gray  
G L Alexander  
S M Gillies

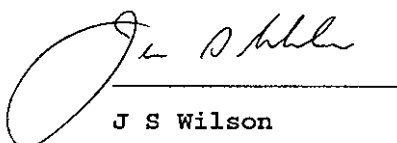
**AUDITORS**

The auditors, MARK SMITH & CO, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

**SMALL COMPANIES EXEMPTIONS**

Advantage has been taken in the preparation of this report of special exemption applicable to small companies.

Signed on behalf of the  
board of directors

  
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J S Wilson  
Secretary

Date 18/9/97

CHRISTIAN SERVICE CENTRE LIMITED  
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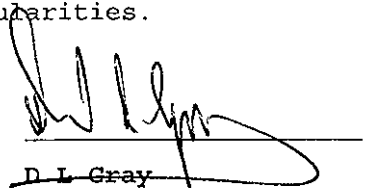
STATEMENT OF DIRECTORS' RESPONSIBILITIES

We are required under company law to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial accounts we are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial accounts comply with the Companies Act 1985. 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.

Date 18/9/97

  
D. L. Gray  
Director  
On behalf of the Board

**AUDITORS' REPORT TO THE SHAREHOLDERS OF**  
**CHRISTIAN SERVICE CENTRE LIMITED**  
(A charitable company limited by guarantee)

We have audited the financial accounts on pages 4 to 6 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

**RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS**

As described on page 2 the company's directors are responsible for the preparation of financial accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

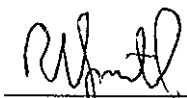
**BASIS OF OPINION**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial accounts.

**OPINION**

In our opinion the financial accounts give a true and fair view of the state of the company's affairs as at 31st December 1996 and of its surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.

  
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**MARK SMITH & CO**  
Registered Auditors  
Chartered Accountants  
11/12 The Shrubberies  
George Lane  
South Woodford  
LONDON E18 1BD

Date 18/9/97

CHRISTIAN SERVICE CENTRE LIMITED  
(A charitable company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31st DECEMBER 1996

	<u>Notes</u>	<u>1996</u>			<u>1995</u>	
		£	£	£	£	£
		<u>General</u>	<u>Restricted</u>	<u>TOTAL</u>		
INCOME - General	2	86,763	9,412	96,175		87,681
Interest		18	-	18		1
		<u>86,781</u>	<u>9,412</u>	<u>96,193</u>		<u>87,682</u>
Charity		50,889	3,770	54,659		41,860
Fundraising		5,353	3,226	8,579		7,774
Administration		22,903	2,416	25,319		23,842
<u>TOTAL EXPENDITURE</u>		<u>79,145</u>	<u>9,412</u>	<u>88,557</u>		<u>73,476</u>
<u>SURPLUS ON ORDINARY ACTIVITIES</u>		<u>7,636</u>	<u>-</u>	<u>£ 7,636</u>		<u>£ 14,206</u>

STATEMENT OF ACCUMULATED RESERVES

Retained Surplus/(Deficit) Brought Forward	9,406	(4,800)
Retained Surplus for the Year	7,636	14,206
<u>RETAINED SURPLUS CARRIED FORWARD</u>	<u>£ 17,042</u>	<u>£ 9,406</u>

None of the company's activities were acquired or discontinued during the above two financial years.

There were no recognised gains or losses other than the surplus or deficit for the above two financial years.

The notes on pages 6a to 6b form part of these accounts.

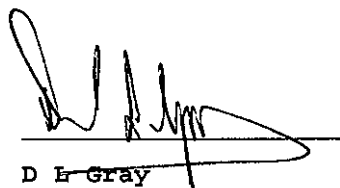
**CHRISTIAN SERVICE CENTRE LIMITED**  
(A charitable company limited by guarantee)

**BALANCE SHEET**  
**AS AT 31st DECEMBER 1996**

	<u>Notes</u>	<u>1996</u>	<u>1995</u>
		£	£
<b>FIXED ASSETS</b>			
Tangible Assets	4	2,892	3,856
<b>CURRENT ASSETS</b>			
Cash at Bank and in Hand		20,698	12,993
		<u>20,698</u>	<u>12,994</u>
<b>CREDITORS : Amounts Falling Due within One Year</b>	5	(3,656)	(3,588)
<b>NET CURRENT ASSETS</b>		<u>17,042</u>	<u>9,405</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>£ 19,934</u>	<u>£ 13,261</u>
 <b>CAPITAL AND RESERVES</b>			
Capital Asset Fund	6	2,892	3,856
Accumulated Reserves Account		<u>17,042</u>	<u>9,405</u>
<b><u>TOTAL RESERVES</u></b>		<u>£ 19,934</u>	<u>£ 13,261</u>

In the preparation of the accounts advantage has been taken of special exemptions applicable to small companies under Part I of Schedule 8 to the Companies Act 1985 on the grounds that, in the directors' opinion, the company qualifies as a small company and is entitled to make use of the special exemptions.

Signed on behalf of the  
board of directors

  
D L Gray  
Director

Approved by the board:

The notes on pages 6a to 6b form part of these accounts.



CHRISTIAN SERVICE CENTRE LIMITED  
(A CHARITABLE COMPANY LIMITED BY GUARANTEE)

NOTES TO ACCOUNTS  
FOR THE YEAR ENDED 31st DECEMBER 1996

1. ACCOUNTING POLICIES

**Basis of Accounting**

The accounts have been prepared under the historical cost convention.

**Turnover**

Turnover represents gifts, donations and sales of literature.

Income is accounted for at the time of receipt, and expenditure is accounted for on an accruals basis.

**Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Plant and Equipment	25% on written down value
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**Capital Asset Fund**

This represents the expenditure on Tangible Fixed Assets less Depreciation, and is financed by transfers from the Income and Expenditure Account.

2. TURNOVER

The Turnover and Surplus (1995 - Surplus) for the year is attributable to the principal activity of the Company which is supporting and encouraging Christian Service through the provision of information.

3. OPERATING SURPLUS

The Operating Surplus (1995 - Surplus) is stated after charging:

	<u>1996</u>	<u>1995</u>
	£	£
Auditors Remuneration	764	646
	<u>          </u>	<u>          </u>

CHRISTIAN SERVICE CENTRE LIMITED  
(A CHARITABLE COMPANY LIMITED BY GUARANTEE)

NOTES TO ACCOUNTS  
FOR THE YEAR ENDED 31st DECEMBER 1996

4. TANGIBLE FIXED ASSETS

	Plant & Machinery etc £	TOTAL £
COST OR VALUATION		
At 1st January 1996	11,305	11,305
At 31st December 1996	11,305	11,305
DEPRECIATION		
At 1st January 1996	7,449	7,449
Charge for the year	964	964
At 31st December 1996	8,413	8,413
NET BOOK VALUE		
At 31st December 1996	2,892	2,892
At 31st December 1995	3,856	3,857

5. CREDITORS

	<u>1996</u> £	<u>1995</u> £
Amounts falling due within one year:		
Other Creditors	3,656	3,588

6. CAPITAL ASSET FUND

	<u>1996</u> £	<u>1995</u> £
Balance at 1st January 1996	3,856	4,254
Expenditure during the year	-	887
	3,856	5,141
Less Depreciation	964	1,285
Balance as 31st December 1996	2,892	3,856

**CHRISTIAN SERVICE CENTRE LIMITED**

(A Charitable Company limited by Guarantee)

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31st DECEMBER 1996**

	<u>General</u>	<u>Restricted</u>	<u>TOTAL</u>	<u>1995</u>
<b>INCOME</b>				
General Gifts	33,365	-	33,365	27,467
Earmarked Gifts	-	3,770	3,770	3,919
Sales of Literature	1,890	-	1,890	3,402
Special Gifts	-	-	-	22,000
Contributions towards Expenses	-	-	-	2,270
Job File	9,561	-	9,561	6,849
Advice	4,625	-	4,625	1,413
Dovetail	6,510	-	6,510	3,870
Placements	300	-	300	-
Jobs Abroad	6,294	-	6,294	5,432
STS	20,833	-	20,833	22,865
Which Way	3,060	-	3,060	1,632
Admin/Promotion for Others	-	5,642	5,642	1,585
March Scheme	325	-	325	2,069
	<u>86,763</u>	<u>9,412</u>	<u>96,175</u>	<u>104,773</u>
Bank Interest	18	-	18	1
<b>TOTAL INCOME</b>	<u>86,781</u>	<u>9,412</u>	<u>96,193</u>	<u>104,774</u>
<b>EXPENDITURE</b>				
<b>CHARITY</b>				
Literature	1,605	-	1,605	1,602
Dovetail	-	-	-	351
Jobs Abroad	2,239	-	2,239	2,000
STS	6,790	-	6,790	12,757
Which Way	380	-	380	381
Salaries, Wages & Pension	26,656	3,770	30,426	29,818
Telephone Charges	724	-	724	556
Printing, Stationery & Postage	6,957	-	6,957	5,215
Travelling	937	-	937	1,703
Equipment Rental & Maintenance	2,651	-	2,651	2,618
Rent	1,950	-	1,950	1,950
	<u>50,889</u>	<u>3,770</u>	<u>54,659</u>	<u>58,951</u>
<b>FUNDRAISING</b>				
Salaries, Wages & Pension	2,340	-	2,340	2,294
Prayer Letters etc	(482)	-	(482)	1,781
Telephone Charges	56	-	56	43
Printing, Stationery & Postage	535	-	535	401
Advertising	1,613	3,226	4,839	1,201
Travelling	937	-	937	1,703
Equipment Rental & Maintenance	204	-	204	201
Rent	150	-	150	150
	<u>5,353</u>	<u>3,226</u>	<u>8,579</u>	<u>7,774</u>
<b>ADMINISTRATION</b>				
Salaries, Wages & Pension	11,627	2,416	14,043	13,762
Secretarial Services	1,175	-	1,175	1,288
Committee Expenses	260	-	260	185
Telephone Charges	334	-	334	257
Printing, Stationery & Postage	3,211	-	3,211	2,407
Equipment Rental & Maintenance	1,224	-	1,224	1,208
Computer Supplies	243	-	243	496
Subscriptions	150	-	150	95
Insurances	420	-	420	-
Rent	900	-	900	900
Bank Charges	1,126	-	1,126	976
Sundry Expenses	1,469	-	1,469	735
Auditors' Remuneration	764	-	764	646
Transfer to Capital Equipment Fund	-	-	-	887
	<u>22,903</u>	<u>2,416</u>	<u>25,319</u>	<u>23,842</u>
<b>TOTAL EXPENDITURE</b>	<u>79,145</u>	<u>9,412</u>	<u>88,557</u>	<u>90,567</u>
<b>NET SURPLUS FOR THE YEAR</b>	<u>7,636</u>	<u>-</u>	<u>7,636</u>	<u>14,207</u>