

**The Emissaries Limited**  
**(A company limited by guarantee)**

**Report and Financial Statements**

**Year ended 31 December 2006**

**Registered Charity Number: 275735**

**Company Number: 1353661**

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## **The Emissaries Limited**

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## **The Emissaries Limited**

### **Trustees' report for the year ended 31 December 2006**

#### **Reference and Administrative Details**

**Registered Charity No.** 275735

**Company No.** 1353661

#### **Trustees**

W R Bird

Chairperson

K Bye

C H Hunter

(Resigned 21 September 2006)

B F McMahon

(Resigned 21 September 2006)

B R Perry

J Flood

(Appointed 21 September 2006)

D Reis

(Appointed 19 October 2006)

#### **Secretary**

W D W Duffield

#### **Correspondence address**

Mangreen Hall (North)

Mangreen

Swardeston

Norwich

Norfolk

NR14 8DD

#### **Registered Office**

111/113 High Street

Evesham

Worcestershire

WR11 4XP

#### **Bankers**

Barclays Bank plc

Stratford upon Avon

Warwickshire

#### **Auditors**

Clement Rabjohns

Chartered Accountants

111/113 High Street

Evesham

Worcestershire

WR11 4XP

#### **Solicitors**

Willans

28 Imperial Square

Cheltenham

Gloucestershire

GL50 1RH

## **The Emissaries Limited**

### **Trustees' report for the year ended 31 December 2006**

#### **Structure, Governance and Management**

The organisation is a charitable company limited by guarantee, incorporated on 17 February 1978 and registered as a charity on 14 November 1978

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the Trustees are elected at the AGM.

The members of the Board are Directors for the purposes of Company Law and Trustees for the purposes of Charity Law.

Seven trustees served during the year, of whom five continue up to the date of this report, as set out on page 1. The appointment of John Flood from Colorado continues the tradition of having a representative from the EDL HQ community on the Board, while David Reis's appointment recognizes the growing work of the European Co-ordination as central to the operation of The Emissaries Limited.

Another functional grouping to emerge during the year was a new three person Finance Team, which includes the Treasurer and supports him in his role. This team researched the Charity's Insurance arrangements and set a new policy in its place that is much better suited to the present decentralised pattern of operation and also more cost effective. Their next step was to streamline arrangements for current account, credit card and asset management at home, while introducing simple but effective measures for stewarding and transferring US Dollar reserves abroad.

With the charity's administrative functions dispersed between 3 main locations and the careful implementation of other measures to improve efficiency, running costs were significantly reduced for the second year running. This completes the period of consolidation following the sale of Mickleton House and the purchase of 'The Pines', thereby ensuring a financially sustainable base from which to operate. The trustees appreciate the willingness of the Charity's accountants, Clement Rabjohns, to continue providing registered office facilities for The Emissaries Limited at their HQ in Evesham.

#### ***Recruitment, appointment, induction & training of Trustees***

The Trustees operate a policy of openness and transparency with regard to the handling of the Charity's affairs, welcoming questions, comments and suggestions from associates and making the Minutes of Board Meetings available to them on request. They also conduct an update session with opportunity for questions and discussion during regular Community teleconferences, approximately once each quarter. Within the Community associates are encouraged to volunteer their services as appropriate in the interests of the whole and of furthering the aims and objectives of the Charity. This may include acting as a member of the Focus Group or Services Co-ordination teams, other sub-committee as well as on the Board of Directors/Trustees.

When a need for a new Trustee arises there is therefore already an existing understanding of who might be available and/or receptive to an invitation to become a Trustee. After discussing the need amongst themselves the current Trustees will determine a short list of suitable candidates and delegate one of their number to approach them in order of preference. Once a favourable response has been received the Trustees will issue a formal invitation to the person(s) concerned. If there is any concern regarding the new Trustee's skills in relation to the role played they may work alongside the retiring Trustee until the transition is successfully completed.

Potential new trustees will normally have had personal experience of the Emissaries Training programme, have obtained other Business/Life experience of value to the position, and demonstrated their commitment to the Charity's aims and objectives through consistent participation in its activities over a number of years.

## **The Emissaries Limited**

### **Trustees' report for the year ended 31 December 2006**

#### ***Risk Management Policy***

The Trustees have carried out a review of the major risks to which the charity is exposed and has put in place adequate systems to mitigate those risks. These systems have also been reviewed during 2006 and complemented by fully renewed Banking Mandates and a radically updated Insurance Policy. The Charity appreciates the continuing efforts of its Solicitors, Willans of Cheltenham, Endsleigh Insurance Limited, and its accountants, Clement Rabjohns of Evesham in helping sustain this provision.

#### **Activities and Objectives**

The Company is a Charity and exists to promote, advance and further the knowledge and teachings of Christ, and to work in connection with the parent organisation Emissaries of Divine Light (EDL) Colorado.

Throughout the year the Board encouraged associates to continue hosting small-scale activities in their own homes and local areas, and to participate consistently in weekly teleconference services and twice-monthly Community Teleconferences. This confirmed the presence of a core grouping of associates characterised by regular involvement in the Charity's activities.

#### **Achievements and Performances**

##### ***Outreach and Ongoing work***

Following the participation of International Trustees in the Charity's August 2005 European Gathering, the European Co-ordinator attended the International Trustees retreat in California in January 2006. Later in the year he stepped down from the International Trustee Circle to concentrate more on work at home, but in place of a direct connection with them, he worked to facilitate a creative relationship with one of the South African Trustees who regularly passes through the UK to attend International Trustee functions in North America.

With more associates living in the UK than in other parts of Europe, efforts were made to encourage more integrated operation there, with regular exchanges of news and information. These were complemented by the Charity's membership of the Wrekin Trust Forum for Spiritual Education, representation in which resulted in Emissary Associates becoming involved in developing a course in Contemporary Spirituality for widespread use in colleges, and helping co-ordinate arrangements for a major weekend conference in central London in November. This was entitled 'The Emerging Spirituality Revolution: Embodying the Spiritual Imperative of Our Time'. Hundreds of members of the public attended this event, together with Emissaries from various parts of Europe, some of whom hosted the 'Quiet Attunement Space' provision throughout the weekend.

The Charity also hosted its own gatherings during the year: in Amstelveen, The Netherlands in March, in Mickleton, Gloucestershire in April and at Mangreen, Norfolk in August. During the April event a new functional grouping, the 'European Emissaries Focus Group' was born. This is made up of varying numbers of associates who volunteer to work with the European Co-ordinator in monitoring what is moving in the community's consciousness, discerning creative directions and activities and acting as a vehicle for effective communication between the Board and Community members. It also helps ensure greater transparency of overall operation. This development has initially proved itself to be highly effective, with its presence helping contribute to a very generative August European Gathering.

## **The Emissaries Limited**

### **Trustees' report for the year ended 31 December 2006**

#### **Financial Review**

During the year ended 31 December 2006, incoming resources totalled £27,773, with £14,691 being expended on charitable activities and £3,410 expended in governance costs. This left a surplus of £9,672, which was transferred to the unrestricted fund bringing that fund to £616,391.

#### **Reserves Policy**

The Charity has no long-term debts. It has made a £62,000 loan to EDL Colorado in respect to the development of the Emissary Community at 'Heorum' on Jeju Island in South Korea. It has been good to see increased exchanges of news and information on this project during the year. Having purchased 'The Pines' property, adjacent to the EDL HQ Community in Colorado in 2005, financial policy has concentrated on consolidating efficiency of operation in Europe, prudent budgeting, and generative stewarding of resources, with active consideration as to how a proportion of these might be more imaginatively employed in promoting the charity's objectives.

#### **Future Strategy**

The Charity will continue its active participation in the Wrekin Trust Forum for Spiritual Education, which offers it new opportunities to collaborate with like-minded Charities, organisations and individuals, and to make many new connections. Transparency of operation and encouragement of individuals and/or groups of associates to bring forward relevant initiatives will continue as a working policy, along with the presence of an evolving Focus Group. Many individual associates are engaged in work or enterprises that complement Emissary aims and objectives. The Charity remains actively interested in, and open to, ways in which such associates can acknowledge this, to the mutual benefit of their work and the Charity's purposes.

#### **Responsibilities of the Trustees**

Company law requires that the trustees ensure that financial statements are prepared for each financial year which give a true and fair view of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources including income and expenditure for the financial year. Whilst the trustees may delegate responsibility for maintaining proper accounting records to specific members of staff, the primary responsibility for ensuring the accuracy of the year end financial statements still rests with the Board of Directors. Preparation of financial statements takes into account the following:

- Selecting suitable accounting policies and applying them consistently
- Making judgements and estimates that are reasonable and prudent.
- Preparing the financial statements on the going concern basis unless it is inappropriate to assume that this basis applies

The Trustees ensure the maintaining of proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enables them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**The Emissaries Limited.**

**Trustees' Report for the year ended 31<sup>st</sup> December 2006.**

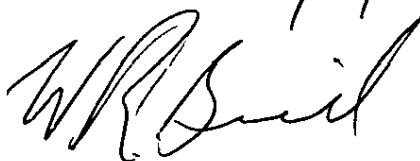
**Auditors**

Clement Rabjohns of Evesham were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the provisions of the Financial Reporting Standard for Small Entities (effective January 2005)

Approved by the Board of Directors on 8/10/2007 and signed on its behalf by

**W R Bird**  
**Chairperson**



## **The Emissaries Limited**

### **Independent Auditors' Report to the Trustees of The Emissaries Limited**

We have audited the financial statements of The Emissaries Limited for the year ended 31 December 2006 which comprise the Statement of Financial Activities (including Income and Expenditure Account), the Balance Sheet and related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2005).

This report is made solely to the company's trustees, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of Trustees and auditors**

As described in the statement of Trustees' responsibilities on page 4, the company's trustees are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and transactions with the company is not disclosed.

We read the Trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements, 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 statements 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 statements.



**The Emissaries Limited**

**Independent Auditors' Report to the Trustees of The Emissaries Limited**

**Continued**

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 December 2006 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985, the provisions of the Financial Reporting Standard for Smaller Entities (effective January 2005) and the recommendations of "Accounting and Reporting by Charities - Statement of Recommended Practice", issued in March 2005

*Clement Rabjohns*

**Clement Rabjohns  
Registered Auditors**

**8<sup>th</sup> October, 2007**

**111/113 High Street  
Evesham  
Worcestershire  
WR11 4XP**

**The Emissaries Limited**

**Statement of Financial Activities (including Income and Expenditure Account)**

**for the year ended 31 December 2006**

	<b>Note</b>	<b>2006</b> <b>£</b>	<b>2005</b> <b>£</b>
<b>Incoming resources</b>			
Incoming resources from generated funds			
<i>Voluntary income – Donations</i>		1,545	2,016
<i>Investment income</i>	<b>3</b>	22,895	23,098
Incoming resources from charitable activities – <i>Events</i>		3,333	3,178
<b>Total incoming resources</b>		<u>27,773</u>	<u>28,292</u>
<b>Resources expended</b>			
Charitable activities	<b>4</b>	14,691	25,475
Governance costs	<b>4</b>	3,410	6,410
<b>Total resources expended</b>		<u>18,101</u>	<u>31,963</u>
<b>Net incoming/(outgoing) resources</b>		9,672	(3,671)
Total funds at 1 January 2006		606,719	610,390
<b>Total funds at 31 December 2006</b>		<u><u>616,391</u></u>	<u><u>606,719</u></u>

The statement of financial activities includes all gains and losses recognised in the year

All incoming resources and resources expended derive from unrestricted activities

**The Emissaries Limited**

**Balance Sheet as at 31 December 2006**

	Notes	2006 £	2005 £
<b>Fixed assets</b>			
Tangible assets	7	819	1,126
Investments	8	201,579	201,579
		<u>202,398</u>	<u>202,705</u>
<b>Current assets</b>			
Debtors	9	362	465
Loan to International Emissaries	9	62,000	62,000
Short term deposits		350,494	343,722
Cash at bank and in hand		4,425	861
		<u>417,281</u>	<u>407,048</u>
<b>Creditors: amounts falling due within one year</b>	10	(3,288)	(3,034)
<b>Net current assets</b>		<u>413,993</u>	<u>404,014</u>
<b>Total assets less current liabilities</b>		<u>616,391</u>	<u>606,719</u>
 <b>Unrestricted funds</b>			
General funds	11	616,391	606,719
		<u>616,391</u>	<u>606,719</u>

All net assets relate to unrestricted activities

These accounts are prepared under the special provisions of Part VII of the Companies Act 1985 relating to small entities and in accordance with the Financial Reporting Standard for Small Entities (effective January 2005)

Approved by the Trustees on 8/10/07

and signed on its behalf by

*Brian R. Perry*

**B R Perry**  
Trustee

**Notes to the accounts  
for the year ended 31 December 2006**

### Accounting convention

### Incoming resources

Incoming resources from events and from deposits is recognised when receivable

Rental income from E D L Colorado is recognised when receivable

### Resources expended

Resources expended are recognised in the period to which they relate. Expenditure has been split on a directly attributable basis, between resources expended in the pursuance of the Charity's objectives and governance costs. Governance costs represent those costs incurred to assist the Board in the general running of the Charity and to meet its statutory responsibilities under the various regulations applicable to charities and companies.

### Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases

Fixtures and fittings	15% straight line
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### Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds

## 2 Net incoming resources for the year

Net incoming resources are stated after charging

	2006	2005
	£	£
Depreciation	307	308
Auditors' remuneration Audit services	1,334	1,287

### 3 Investment income

	2000	1999
	£	£
Income from investment properties	4,844	465
Interest receivable from cash deposits	16,410	22,633
Interest receivable from loan to International Emissaries	1,641	-
	<u>22,895</u>	<u>23,098</u>

**The Emissaries Limited**  
**Notes to the accounts**  
**for the year ended 31 December 2006**

<b>4</b>	<b>Resources expended</b>	<b>2006</b>	<b>2005</b>
		<b>£</b>	<b>£</b>
	<i>Charitable activities</i>		
	Donation to International Emissaries	7,409	4,402
	Events running costs	3,582	1,344
	Travel costs	1,735	4,622
	Office running costs	1,965	15,107
		<hr/>	<hr/>
		14,691	25,475
	<i>Governance costs</i>		
	Secretarial wages	1,393	1,033
	Legal and professional fees	683	4,168
	Audit fee	1,334	1,287
		<hr/>	<hr/>
		3,410	6,488
		<hr/>	<hr/>
	<b>Total resources expended</b>	<b>£18,101</b>	<b>£31,963</b>
		<hr/>	<hr/>

All sources expended are directly attributable to either charitable activities, or assisting the Board of Trustees in running the charity and meeting their statutory responsibilities (governance costs)

<b>5</b>	<b>Staff costs and numbers</b>	<b>2006</b>	<b>2005</b>
		<b>£</b>	<b>£</b>
	Staff costs were as follows		
	Salaries and wages	1,393	10,215
		<hr/>	<hr/>

No employee received emoluments greater than £40,000. The Trustees did not receive remuneration during the year. No pension contributions were made in respect of any employee. The only employee received fees for his work as secretary to the Board.

Travel costs amounting to £430 (2005 - £379) were reimbursed to one Trustee during the year. The charity is insured against legal liability to the public for damage to them on their property, and also has employers' liability insurance.

**6 Taxation**

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

**The Emissaries Limited**  
**Notes to the accounts**  
**for the year ended 31 December 2006**

**7 Tangible fixed assets**

	<b>Fixtures &amp; Fittings £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 January and 31 December 2006	2,050	2,050
	<hr/>	<hr/>
<b>Depreciation</b>		
At 1 January 2006	924	924
Charge for the year	307	307
	<hr/>	<hr/>
At 31 December 2006	1,231	1,231
	<hr/>	<hr/>
<b>Net book value</b>		
At 31 December 2006	819	819
	<hr/>	<hr/>
At 31 December 2005	1,126	1,126
	<hr/>	<hr/>

**8 Investments**

Investment property (held in USA)	201,579	201,579
	<hr/>	<hr/>

The investment property was purchased during 2005 and is recorded at cost, as the Trustees believe this reflects the market value as at 31 December 2006

**9 Debtors**

	<b>2006 £</b>	<b>2005 £</b>
Other debtors	362	465
Loan to International Emissaries	62,000	62,000
	<hr/>	<hr/>
	62,362	62,465
	<hr/>	<hr/>

In 2004, The Emissaries Limited loaned International Emissaries £62,000, which bears interest at 1.75% below the Barclays Bank plc base rate (fixed annually). It is repayable in December 2011, although either party can provide 90 days notice to terminate the loan at any time prior to that date.

**The Emissaries Limited**  
**Notes to the accounts**  
**for the year ended 31 December 2006**

**10 Creditors: amounts falling due within one year**

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Trade creditors	-	1,150
Other creditors and accruals	3,288	350
	<u>3,288</u>	<u>1,500</u>

**11 Movements in funds**

	<b>At 1 January 2006</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>At 31 December 2006</b>
<b>Unrestricted funds</b>				
General funds	606,719	27,773	(18,101)	616,391
<b>Total funds</b>	<u>606,719</u>	<u>27,773</u>	<u>(18,101)</u>	<u>616,391</u>

**12 Members**

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 December 2006 was five.