

**Academic Ministry Opportunities UK Limited**

**Charity No 1124763**

**Company No 06610810**

**Unaudited Report and Financial Statements**

**for the year ended**

**31 March 2011**

**Wenn Townsend**  
Chartered Accountants  
**Oxford**

**WEDNESDAY**



A25

COMPANIES HOUSE

374

## **Academic Ministry Opportunities UK Limited**

### **Company information**

Status	Academic Ministry Opportunities UK Limited is a charitable company limited by guarantee and registered as a charity
Company number	06610810
Charity number	1124763
Trustees	Mr A E M Booth Mr N M Cavender Mr E Donaldson (Chairman) Mr R K Gifford Mr M Marriott Mr T Peryer OBE Mrs N D K Wellings
Registered office	Church Dene 1 St Mary's Close Wheatley Oxford OX33 1YP
Accountants	Wenn Townsend 30 St Giles' Oxford OX1 3LE
Bankers	Royal Bank of Scotland 32 St Giles' Oxford OX1 3ND

## **Academic Ministry Opportunities UK Limited**

### **Contents**

	<b>Page</b>
Trustees' report	<b>1 - 2</b>
Accountant's report	<b>3</b>
Statement of financial activities	<b>4</b>
Balance sheet	<b>5</b>
Notes to the financial statements	<b>6 - 9</b>

## **Academic Ministry Opportunities UK Limited**

### **Report of the Trustees of AMO UK for the year ended 31 March 2011**

The Trustees of AMO UK (see previous page), who are also Directors of the charity for the purposes of the Companies Act submit their Annual Report and the financial statements for the year ended 31 March 2011. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing their Annual Report and financial statements of the charity.

#### **Structure, governance and management**

AMO UK is a Charitable Company limited by guarantee and governed by its Memorandum and Articles of Association dated 4 June 2008.

The names of the Trustees and Secretary of this body, who acted during the year ended 31 March 2011, are as set out on the company information page.

There have been no additions, or changes, to the founding-Trustees of AMO UK during the year. Recruitment and training of additional Trustees will be determined with reference to the nature and activities of the work the Trust is involved in.

#### **Objectives and activities for the public benefit**

The objects of the charity are

- to advance the religious education of Chinese, Indian and other international people by providing and assisting in the provision of scholarships and teaching materials
- to advance the education of the public in the subject of Christianity in China and India and among other international peoples and in such related topics as enhance that understanding
- to provide places and contexts where scholars and students can develop their understanding of Christianity and its place in their own society

During the past year four Board meetings have been held. The AMO UK Board of Trustees has sought consistently to have due regard to the public benefit of their activities in exercising their powers and duties which is reflected in the educational activities described below. The Executive Director and Company Secretary of AMO UK, the Very Revd Dr Christopher Hancock (voluntary), and (part-time) Administrator, Mrs Sharon Grossmann, have coordinated the activities of the Trust on a day-to-day basis.

The primary focus of AMO UK's activities this year has been the continuation of the Christian Leadership Forum, a series of week-long educational gatherings for about a dozen outstanding younger Christian leaders from China, India, and other parts of the world. Meetings of the Christian Leadership Forum were held in July 2010 and December 2010 based at Oxford and Nairobi respectively. The work of the Christian Leadership Forum was introduced at an open reception hosted by AMO UK in Oxford (July 2010). Additionally, AMO UK was able to part-fund a colloquia for Chinese academics teaching Christianity in mainland Chinese universities.

AMO UK has continued to provide practical support to the academic staff of the Institute for Religion and Society (previously the Centre for the Study of Christianity in China) in Oxford, and their international visitors.

## **Academic Ministry Opportunities UK Limited**

### **Report of the Trustees of AMO UK for the year ended 31 March 2011 (continued)**

#### **Achievements and performance**

In addition to the activities listed above, the AMO UK office has provided administrative coordination to the Trust's fund-raising, web-design, hosting of visitors and event planning

The Trustees have throughout the year carefully reviewed the level of reserves and committed donations before making financial commitments. The Trustees acknowledged at their meeting on 2 February 2011 that financial resources were not sufficient to maintain the operations of the charity after 31 March 2011 and put steps in place to wind down the activities of the charity in an orderly manner. As of 1 April 2011 the charity ceased its activities.

#### **Financial review**

Financial reports were presented by the Administrator to the Trustees on a regular basis. Income received during 2010/11 was £72,926. This included restricted and unrestricted funds.

Restricted funds awarded to AMO UK for specific purposes have helped to pay for the Biblical Colloquia in China. Unrestricted funds have contributed to the costs of the Leadership Forums and have covered office rent and costs, administrative costs and reasonable expenses incurred by the Executive Director.

Unrestricted funds received for 2010/11 totalled £60,793. This amount was made up of donations, gift aid and bank interest. Restricted funds received were £12,133. This money was raised through donations and grant applications.

Expenditure for 2010/11 totalled £72,844. This was comprised of £15,300 (restricted) and £57,544 (unrestricted). A balance remained as at 31 March 2011 of £6,804, all of which being unrestricted funds.

**This report was approved by the trustees on 13 October 2011 and signed on their behalf by**



**Edward Donaldson**  
**Chairman, AMO Trustees**

**Academic Ministry Opportunities UK Limited**

**Accountant's Report to the Members  
on the unaudited accounts of Academic Ministry Opportunities UK Limited**

I report on the accounts of the company for the year ended 31 March 2011 which are set out on pages 4 to 9

**Respective responsibilities of Trustees and examiner**

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this period under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 seeking explanations from you as Trustees 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

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charitieshave not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



**Graham Cole, FCA  
Partner  
Wenn Townsend  
Chartered Accountants  
Oxford**

13 October 2011

**Academic Ministry Opportunities UK Limited**

**Statement of Financial Activities  
(including income and expenditure account)  
For the year ended 31 March 2011**

<b>Incoming Resources</b>	<b>Notes</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2011 £</b>	<b>Total 2010 £</b>
Voluntary income					
- Donations		48,380	4,633	53,013	33,012
- Gift Aid		12,410	-	12,410	7,974
Investment income					
- UK bank interest		3	-	3	13
Incoming resources from charitable activities					
- Grants		-	7,500	7,500	7,500
<b>Total Incoming Resources</b>		<b>60,793</b>	<b>12,133</b>	<b>72,926</b>	<b>48,499</b>
<b>Resources Expended</b>					
Charitable activities	<b>2</b>	54,841	15,300	70,141	68,650
Governance costs	<b>4</b>	2,703	-	2,703	2,521
<b>Total Resources Expended</b>		<b>57,544</b>	<b>15,300</b>	<b>72,844</b>	<b>71,171</b>
<b>Net incoming/(outgoing) resources</b>		<b>3,249</b>	<b>(3,167)</b>	<b>82</b>	<b>(22,672)</b>
<b>Funds at 1 April 2010</b>		<b>3,555</b>	<b>3,167</b>	<b>6,722</b>	<b>29,394</b>
<b>Funds at 31 March 2011</b>		<b>6,804</b>	<b>-</b>	<b>6,804</b>	<b>6,722</b>

The notes on pages 6 to 9 form an integral part of these financial statements.

# Academic Ministry Opportunities UK Limited

## Balance sheet 31 March 2011

	Notes	£	£	£	£
<b>Current assets</b>					
Debtors	8	5,492		1,122	
Cash at bank and in hand		2,212		30,264	
		<u>7,704</u>		<u>31,386</u>	
<b>Creditors: amounts falling due within one year</b>	9	(900)		(24,664)	
		<u></u>		<u></u>	
<b>Net current assets</b>			6,804		6,722
<b>Net assets</b>			<u>6,804</u>		<u>6,722</u>
<b>Funds</b>					
Unrestricted funds			6,804		3,555
Restricted funds	10		-		3,167
			<u>6,804</u>		<u>6,722</u>

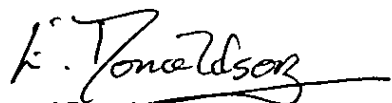
The Trustees are satisfied that the charity was entitled to exemption under subsection (2) of section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476

The Trustees acknowledge their responsibilities for

- i ensuring that the company keeps accounting records which comply with section 386, and
- ii preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial period and of its income or expenditure for the financial year in accordance with the requirements of section 396 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the charity

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, and the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board on 13 October 2011 and signed on its behalf by



**Edward Donaldson**  
Chairman, AMO Trustee

Company number: 06610810

The notes on pages 6 to 9 form an integral part of these financial statements.



## **Academic Ministry Opportunities UK Limited**

### **Notes to the financial statements for the year ended 31 March 2011**

#### **1. Accounting policies**

##### **Basis of preparation**

The accounts have been prepared in accordance with

- The Statement of Recommended Practice (Accounting by Charities) published in 2005,
- The Financial Reporting Standard for Smaller Entities (effective April 2008),
- The Charities Act 1993,
- The historical cost convention

##### **Company status**

The charity is a company limited by guarantee. The members of the company are the Trustees. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

##### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

##### **Incoming resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For grants received, entitlement and restrictions are as imposed by the donor. For legacies, entitlement is the earlier of the charity being notified of an impending distribution of the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

##### **Resources expended**

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

Expenditure is recognised when a legal or constructive obligation exists.

##### **Pension costs**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against profits in the year they are payable.

##### **Foreign currencies**

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities are retranslated at the rate of exchange ruling at the balance sheet date. All differences are taken to the SOFA.

**Academic Ministry Opportunities UK Limited**

**Notes to the financial statements  
for the year ended 31 March 2011**

continued

**2. Costs of activities in furtherance of the charity's objects**

	<b>Staff costs</b>	<b>Other</b>	<b>Total</b>	<b>2010</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Charitable grants	-	-	-	28
Conference costs	-	26,459	26,459	21,469
Scholarship costs	-	-	-	4,769
Travel & subsistence	-	9,685	9,685	10,888
Support costs (see note 3)	22,930	11,067	33,997	31,496
	<u>22,930</u>	<u>47,211</u>	<u>70,141</u>	<u>68,650</u>

**3. Support costs**

The charity's support costs are allocated between Governance and Charitable Activities as shown below using the following bases of apportionment

	<b>Basis of allocation</b>	<b>Charitable activities</b>	<b>Governance costs</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Office overheads	Use of resources	11,067	583	11,650
Salaries & wages (see note 5)	Staff time	22,930	1,206	24,136
		<u>33,997</u>	<u>1,789</u>	<u>35,786</u>

**4. Governance costs**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Support costs (see note 3)	1,789	1,671
Independent examination fees	914	850
	<u>2,703</u>	<u>2,521</u>

**Academic Ministry Opportunities UK Limited**

**Notes to the financial statements  
for the year ended 31 March 2011**

continued

<b>5. Analysis of staff costs</b>	<b>2011 £</b>	<b>2010 £</b>
Wages & salaries	19,354	18,451
Social security costs	1,746	1,629
Pension costs	945	923
Honorarium	-	1,677
Redundancy costs	2,090	-
	<u>24,136</u>	<u>22,680</u>

The average number of full time equivalent staff in the year was 1 (2010 1)

**6. Trustees' remuneration**

The Trustees neither received nor waived any emoluments during the year

Expenses of £546 (2010 £nil) were reimbursed to Trustees during the year

**7. Pension costs**

The charity operates a contributory pension scheme. It is a defined contribution scheme and contributions are charged in the statement of financial activities as they accrue. The charge for the year was £945 (2010 £923)

<b>8. Debtors</b>	<b>2011 £</b>	<b>2010 £</b>
Amounts owed from Oxford House Research Limited	4,772	-
Other debtors	720	600
Prepayments	-	522
	<u>5,492</u>	<u>1,122</u>

**9. Creditors: amounts falling due  
within one year**

	<b>£</b>	<b>£</b>
Amounts owed to Centre Study of Christianity In China	-	23,503
Trade creditors	-	311
Accruals	900	850
	<u>900</u>	<u>24,664</u>

**Academic Ministry Opportunities UK Limited**

**Notes to the financial statements  
for the year ended 31 March 2011**

continued

**10 Restricted funds:**

	<b>Brought forward £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Carried forward £</b>
Tom Peryer fund	160	-	(160)	-
Slavanka Trust fund	3,007	7,500	(10,507)	-
Penny Trust	-	4,633	(4,633)	-
	<u>3,167</u>	<u>12,133</u>	<u>(15,300)</u>	<u>-</u>

The Tom Peryer fund is to assist in the provision of an AMO scholarship

The Slavanka Trust fund is provided to support the Chinese Biblical Colloquia work

The Penny Trust donation was funding towards the work of Rev Dr Chris Hancock abroad