

Tony Jopson & Co

Chartered Accountants
Debt & Insolvency solutions



The PCC
Emmanuel Church (with St Augustine & St Paul)
1 Compton Road
Mannamead
Plymouth
PL5 3BZ

Our ref: TJ/HRJ

Date 18 February 2021

Dear Sirs

Emmanuel Church (with St Augustine & St Paul)
Independent Examination ("IE") of Accounts to 31 December 2020

Thank you for your kind instructions to assist with the above.

This letter sets out my observations and recommendations having undertaken the IE. I have produced a very short list of review points separately for Mr Phillips, just so small alterations can be made on the final accounts document.

The books and records have again been maintained very accurately and clearly throughout the year, which is a credit to Mr Chris Benson, Mrs Jane Turner, Mr John Phillips and all other staff, who maintain the books.

The accounts preparation file is again very clear with detailed lead schedules and is easy to follow.

The financial statements to 31 December 2020 are presented in the correct format for filing with the Charity Commission. There are no material adjustments required to the financial statements.

The other main observation, which has been raised in previous years, continues to be the large number of bank accounts being maintained. It is noted that 4 bank accounts have been closed in the year, which is good progress, but there are probably more reductions that could be made. The more bank accounts; the more work in reconciling.

There is also the matter of the "auto payment" system being operated in the current account, which retains a £100 balance. Such a system is perhaps understandable in a scenario where interest rates on deposit balances are high but as you know this is very much not the case in current times. This system generates unnecessary additional work in reconciling the accounts. I would recommend ceasing this system if possible.

Most church cash funds are currently held with CAF Bank and there may be some merit in spreading the total funds between different banks to keep the overall balance with each bank below £85,000. The church already has accounts with a number of banks so this could perhaps be done quite easily.

It is worth highlighting again how the liquid funds available at 31.12.20 are held, as follows:

	£'000s
Total funds	590
Less: held in fixed assets	(270)
Liquid funds	320
Less: Restricted	(34)
Total general liquid funds	<u>286</u>
Held as follows:	
Investments	7
Debtors (less creditors)	29
St Pauls cash General	34
St Paul's cash designated	33
Emmanuel cash	183
Total general liquid funds	<u>286</u>

Of these the majority of Emmanuel cash is already held as designated or restricted. Most of the debtors should also have become cash shortly post year end (gift aid reclaim).

Please let me know if you have any queries in relation to the above.

I enclose my firm's invoice for your kind attention in due course.

Yours faithfully



A P Jopson, FCA
Independent Examiner