

Registered Company Number: 3664008
Registered Charity Number: 1074781

The Chaplaincy, Manchester Airport

(a company limited by guarantee)

Annual Report and Financial Statements

For the year ended 31 March 2020

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The Chaplaincy, Manchester Airport

Annual Report and Financial Statements For the year ended 31 March 2020

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The Chaplaincy, Manchester Airport

Trustees and advisers for the year ended 31 March 2020

Trustees

R. Taylor
O. C. Clayton
M. J. Gannon
S. Reynolds
S. Thompson
Rt Rev E. K. Akyea-Mensah
Rt Rev M Ashcroft
K. Foster (appointed 2 May 2019)
D.W.Taylor (appointed 10 June 2019)
Supt G. Openshaw (appointed 2 May 2019)
P. A. Williams (resigned 1 September 2020)
Supt S. Howard (resigned 2 May 2019)
Anne Marie Ryan (resigned 01 May 2019)
J Van Gelder (resigned 30 July 2019)

Secretary

E. Davenport (appointed 1 April 2019, resigned 4 August 2020)
Z. Hopkins (appointed 4 August 2020)

Registered Office

Olympic House
Manchester Airport
Manchester
M90 1QX

Banker

HSBC Bank plc
North West Corporate Banking Centre
2nd Floor 4 Hardman Square
Spinningfields
Manchester
M3 3EB

Auditor

KPMG LLP
Chartered Accountants
Registered Auditor
1 St Peter's Square
Manchester
M2 3AE

Trustees' report for the year ended 31 March 2020

The Trustees of The Chaplaincy, Manchester Airport (The Chaplaincy) present their annual report and the audited financial statements for the year ended 31 March 2020.

In accordance with Section 414B of the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013, the Company is exempt from preparing a Strategic Report.

Reference and Administrative Details

The charity registration number is 1074781 and the company registration number is 3664008.

The principal office address is the same as the registered office address. R Taylor (MAG Operations Director) leads The Chaplaincy's activities as Chair of the Board. P. A. Williams (MAG Chief Customer Officer) resigned the post on 1 September 2020.

Objectives and Activities for the public benefit

The principal activity of The Chaplaincy is to serve all who work at or pass through Manchester Airport. Since 2009, the Mission Statement of The Chaplaincy Manchester Airport has been: To be *"A living expression of faith through the provision of pastoral and humanitarian care for all people irrespective of race, gender, sexuality, physical and mental ability, within and beyond the airport community"*, amended in 2020, to incorporate all nine protected characteristics from the Equality Act 2010: *'...irrespective of age, ability, gender, race, religion or belief, sex, sexual orientation, relationship or parental status.'* This mission has been summarised by The Chaplaincy in the three words: *"help, support, guide"*.

The Chaplaincy's origins were ecumenical, but this has moved to a multi faith perspective and The Chaplaincy also serves those with no religious faith. The Board membership reflects the continuing involvement of airport businesses and local churches and faith communities.

A specific long-term aim of The Chaplaincy is the development of the Airport Care Team. This team is a group of volunteers who work at the airport who are trained and managed by The Chaplaincy to provide pastoral and humanitarian care to all those passing through the airport.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities for the year.

Constitution

The Memorandum and Articles of Association set out the constitution, objectives and regulations of The Chaplaincy.

Going concern and basis of preparation

The financial statements have been prepared on a going concern basis which the trustees consider to be appropriate for the following reasons.

At 31 March 2020 the Company had cash of £27,584 (2019 - £16,762) and net assets of £27,513 (2019- £38,678). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2022 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airport Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airport Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

Trustees' report for the year ended 31 March 2020

However, the Directors of Manchester Airports Holdings Limited have concluded that a material uncertainty exists over that group's ability to continue as a going concern, as detailed in the basis of preparation on page 50-51 of the Manchester Airports Holdings Limited annual report for the year to March 2020, which is publicly available on the company website or Companies House. Should Manchester Airport Holdings Limited cease to operate as a going concern this would in turn prevent it from providing this company with the donations that it needs to continue to operate.

Based upon their enquiries, the Trustees believe that it is reasonable to continue to adopt the going concern basis in preparing the annual report and financial statements. However, these circumstances represent a material uncertainty that may cast significant doubt on the Chaplaincy's ability to continue as a going concern and, therefore, to continue realising its assets and discharging its liabilities in the normal course of business. The financial statements do not include any adjustments that would result from the basis of preparation being inappropriate.

Achievement and performance

The Chaplaincy continues to provide day to day pastoral and humanitarian care to Manchester Airport and allied on-site companies', which in pre-COVID-19 times compromised 25,000 employees, 28.8 million (annually) passengers and other members of the public who pass through the Airport, whatever the reason for their presence, under our stated mission to "help, support, guide". From March 2020, the COVID-19 pandemic has led to a decline in passenger numbers and staff members at Manchester Airport. However, the Chaplaincy has maintained a high standard of response throughout the period despite the many obvious challenges the aviation industry, Manchester Airport and the chaplaincy have faced.

The Chaplaincy Team (currently 1 full time chaplain, 4 part time paid members and 7 volunteers) undertakes to provide this service during (and at least once a week, outside) regular business hours (07.30-16.00). In addition, the chaplaincy team offers a 24-hour, 365 day/year out of hours on-call service.

The Chaplaincy team provides a diverse service to people of all faiths and none and seeks to maintain and develop its close partnership with colleagues in local and national government, UK consular staff around the world, Greater Manchester Police, UK Border Force, Manchester Airport Customer Services, Community Relations, Occupational Health, Third Sector partners, and other community groups; schools, churches, faith communities, societies and charities within the Airport's catchment area.

The Chaplaincy continues to establish, maintain and develop contacts with staff and to maximise visibility wherever possible. The Chaplaincy, working with the Airport Care Team, continues to offer support and pastoral care for individual passengers and staff on a number of occasions and also responds to a wide range of pastoral emergency situations including passenger fatalities on flights into Manchester Airport, as well as repatriation of UK nationals abroad following acts of terrorism, bereavement, serious injury, health crisis or detention abroad.

The Airport Care Team has proved particularly helpful in supporting the Chaplaincy Team when responding to Family Reunion referrals from the Red Cross and International Organisation for Migration. Dealing with these issues takes considerable time and skill, and on numerous occasions The Chaplaincy and Airport Care Teams have proved their worth in small and large-scale responses to human need.

By working whenever possible in partnership with other agencies, The Chaplaincy provides a service to those directly affected as well as to friends, relatives and staff members involved in a particular situation that is highly regarded and appreciated by clients as well as colleagues. Manchester Airport's Employee Assistance Programme have assured The Chaplaincy and Airport Care Teams that, in addition to peer-support, specialist emotional and psychological support will be available on request, and in specific emergencies, as a matter of course, for those deployed to assist others.

Trustees' report for the year ended 31 March 2020

We have continued to engage in dialogue with Manchester City Council, the Greater Manchester Combined Authority, the Foreign and Commonwealth Office and Airport Management, with a view to the provision of specialist social work personnel who might work with The Chaplaincy and, with a Manchester Airport security pass as part of an integrated team, supporting Police, Border Force and other partners across and beyond the airport site, to achieve the best outcomes for our clients as rapidly and efficiently as possible..

The size of the Chaplaincy team has remained stable, with retirement and resignation being matched by recruitment. The full-time equivalent of the chaplaincy team is currently approximately 4.5 posts. The chaplaincy has recruited a number of volunteer part-time chaplains, and there is no shortage of candidates who express an interest in joining the chaplaincy team. The Chaplaincy team's strength and diversity continues to develop, and, as the airport we serve continues to grow in staff and passenger numbers, the chaplaincy board has begun a strategic review to ensure that the chaplaincy will continue to meet the needs of those we serve even more effectively in the future.

That diversity is even broader when reflected in the membership of the Airport Care Team, which has also continued to grow over the past year. The Airport Care Team consists of airport who have volunteered and undergo regular training to assist the Chaplaincy in response to humanitarian assistance cases and, when required, in full emergency situations. This continuing growth and diversification enables the Chaplaincy to offer ever more appropriate assistance to those we serve.

Eight chaplaincy team meetings were held throughout the year. These meetings include strategic review and planning as well as, whenever possible, input from beyond the team to bring new insights and to establish and develop new partnerships within and beyond the airport. These meetings are intended to facilitate effective communication and ensure that the diverse skills of the team are employed appropriately. Members of the Chaplaincy team are encouraged to develop skills through regular training opportunities as individuals, as a whole team, and in partnership with the Airport Care Team, Emergency Faith Responders and other Third Sector volunteers as well as airport and airline staff. Chaplaincy team members meet individually with the Coordinating Chaplain regularly, and with a member of the Chaplaincy's Board of Trustees for a regular development review meeting, where previous goals are assessed and new goals set.

The Chaplaincy continues to develop its work supporting British Citizens returning to the UK, and to work closely with the Foreign and Commonwealth Office Social Work and Mental Health teams as well as the joint Home Office/ Foreign and Commonwealth Office Forced Marriage Team, the Ministry of Defence, Home Office and Border Force. The Chaplaincy also has an agreement with the Border Force Immigration team to provide responsible adult supervision when required and, with the Home Office and Care and Custody, to maintain regular visits to the Manchester Residential Short Term Immigration Holding Facility, now relocated to the cargo area. We also regularly work alongside Third Sector and charitable NGOs to assist passengers entering and leaving the country, often in difficult and challenging circumstances.

Chaplains continue to provide initial and ongoing training to staff colleagues at Manchester Airport on themes of faith and diversity, taking care of themselves, one another and customers (particularly those at greater risk of exploitation such as: forced marriage; modern slavery/human trafficking; so-called 'honour'-based violence; domestic violence; and FGM).

The Chaplains also continue to assist passengers of different faiths, cultures and physical and mental abilities travelling through Manchester on pilgrimage. We manage five multi-faith prayer rooms across three airport terminals – with airside and landside multi-faith prayer rooms in Terminal 1 and 2, and the relocated Terminal 3 (Landside) multi-faith prayer room (T3 remains the only terminal without an airside prayer room). We are pleased to be working closely with those teams delivering the airport's 1 billion pound transformation programme in order to ensure that Manchester Airport is able to meet the diverse needs of users as the passenger facilities develop over the next two-three years.

We receive favourable comments and feedback from other airlines, airport management, individual passengers and their families and friends about the service provided by The Chaplaincy; this offers positive evidence of how the team's work at Manchester Airport continues to be viewed and reflects the achievement of the charity's objectives for the year to March 2020.

Trustees' report for the year ended 31 March 2020

The Chaplaincy's general performance during 2020/2021 was significantly affected by the Covid-19 pandemic, the UK Government's restrictions on travel and other aspects of day-to-day life, as well as the drop in passenger numbers passing through Manchester Airport. Although members of the team were furloughed at the start of the pandemic, the Chaplain remained in post to ensure that the Chaplaincy continues to fulfil its purpose during these difficult times. From August, both paid and volunteer staff members have returned to work. A high standard of response has been maintained through the period despite the obvious challenges to the aviation industry. The ability of the Chaplaincy to operate in future is dependent on the ongoing operation of Manchester Airport and the willingness of that company to provide donations to the Chaplaincy, as detailed above in the Going Concern section for the Trustees Report.

Members

The Chaplaincy is a company limited by guarantee. The members of The Chaplaincy as at 31 March 2020 are set out below:

Autogrill Retail UK Limited
British Airways plc
Manchester Airport plc
The Nuance Group (UK) Limited
SSP Air Limited

Trustees

The Chaplaincy has a board of directors who are also trustees. There are no trustees who are not directors. Trustees are appointed by the members pursuant to Articles 40 to 43 of the Articles of Association. The trustees, who served during the year and up to the date of signing the financial statements, are as follows:

R. Taylor
O. C. Clayton
M. J. Gannon
S. Reynolds
S. Thompson
Rt Rev E. K. Akyea-Mensah
Rt Rev M Ashcroft
K. Foster (appointed 2 May 2019)
D.W.Taylor (appointed 10 June 2019)
Supt G. Openshaw (appointed 2 May 2019)
P. A. Williams (resigned 1 September 2020)
Supt S. Howard (resigned 2 May 2019)
Anne Marie Ryan (resigned 01 May 2019)
J Van Gelder (resigned 30 July 2019)

Structure, governance and management

The Trustees usually meet twice a year, with occasional extraordinary meetings as required. The Executive Committee manages business raised between such meetings, meeting a minimum of two further occasions during the year and comprising a smaller number of trustees plus the Company Secretary, Treasurer and the Coordinating Chaplain. The Executive Committee may also play a role in the recruitment process, the monitoring of terms and conditions of service, and appraisals of chaplaincy team staff.

The training of trustees is carried out on an informal basis on appointment. Further specialist training of trustees is carried out periodically, when requirements are identified.

Financial review

The statement of financial activities is as set out on page 12. The deficit has increased from £9,646 to £11,165 in 2020. Donations received from existing donors were consistent with both the prior year and expectations. There were several donations outstanding at the year end. These have been subsequently collected.

Trustees' report for the year ended 31 March 2020

As expected, costs have been kept under control and reduced compared to the previous year. Total resources expended were consistent with the Board's expectations.

Due to the above, the cash balance for The Chaplaincy at 31 March 2020 was higher than at 31 March 2019. The Chaplaincy's cash continued to be held in accounts with HSBC Bank plc.

The Chaplaincy's constitution does not permit the payment of dividends, and the deficit for the period of £11,165 has been transferred to reserves (2019: deficit of £9,646). The policy for the management of the level of reserves held is set out below.

Reserves policy

As stated above the impact of the Covid-19 pandemic from March 2020 onwards has had a significant impact upon the wider economy and the airline sector in particular.

The Chaplaincy maintains a general unrestricted fund, which represents funds that are expendable at the discretion of the Trustees in furtherance of the Objects of The Chaplaincy.

Such funds may be held in order to finance both working capital and capital investment. There are no restricted funds allocated for a specific purpose. There are no designated funds or amounts put aside at the discretion of the Trustees to be made available only for a specified purpose.

The free reserves at 31 March 2020 are £27,513 (2019: £38,678). The reserves have been maintained at a similar level to 2019.

The Chaplaincy has a reserves policy that is felt to be prudent by the Board. Reserves of a minimum of six months' costs are held to mitigate, to an extent, the risk of a downturn in the level of donations.

This policy was set at the meeting of the Board held on 15 January 2009 and has continued to be seen to be appropriate. At 31 March 2020 the target of holding a minimum of six months costs has not been achieved, with free reserves only equating to 3 months' costs, based on resources expended during the year to 31 March 2020.

Risk Assessment

A risk assessment framework was last agreed by the Chaplaincy Board during 2010. The main risk identified was the ongoing financial support to the Chaplaincy from its main contributors. While increased funding has been secured from several existing key funders in the past financial year, the chaplaincy has lost funding from one of its founder members. The Chaplaincy is examining ways to maintain current levels of expenditure and reserves. Due to the COVID-19 pandemic the Chaplaincy has reassessed the risk of ongoing financial support. All key donors have confirmed they will be able to donate the same amount going forward in the short term, but this will need to be reassessed to ensure funding is secured for future years.

Due to the COVID-19 pandemic the Chaplaincy is in the process of re-evaluating the risks it is facing including the following impacts upon its key risks:

Funding - whilst all key donor have confirmed their intention that they will be able to donate the same funds going forward in the short-term, the impact of COVID-19 on the ability of donors to provide funding in the longer term will need to be reassessed;

Governance - significant turnover of the trustee body during the year;

Resourcing - the impact of COVID-19 upon the level of resource that can be provided to the Chaplaincy staff and volunteer body.

The Board has committed to produce a new and comprehensive risk register by November 2021.

Trustees' report for the year ended 31 March 2020

Plans for the future

The Chaplaincy's physical presence at Manchester Airport

The Manchester Transformation Programme, a 10-year £1 billion+ investment programme to improve facilities for Manchester Airport's passengers will bring radical changes and improvements to the physical environment of the airport.

The Chaplaincy will continue to ensure that Airport management (and particularly the Airport Transformation Programme Team) understands and values the many different (and sometimes conflicting) tasks that are required of the chaplaincy team by airport colleagues and management (as well as partners around the world). The Chaplaincy manages many of the rare and precious quiet spaces around the Airport: not just the well-used multi-faith prayer rooms (both landside and airside), but also other private spaces that can be used for supporting those who are vulnerable, comforting those in distress, offering a discreet space for emotional family reunions or pastoral counselling or practical humanitarian assistance for those who are destitute.

These spaces will need to be located appropriately, so that services can be accessed easily by chaplaincy, airport colleagues and clients, but also to ensure safe and healthy working practices for Chaplaincy staff. As Terminal 1 nears the end of its life, enhanced chaplaincy facilities will need to be in place in Terminal 3, comparable to its footprint in Terminal 2. Ensuring that The Chaplaincy continues to engage with the consultation and planning process will ensure that the Airport's customers and staff receive the best possible care – often in instances of unbearably difficult circumstances.

The Chaplaincy has reviewed all of its policies and procedures, employment and appointment documents over the past two years.

In response to the inevitable disruption and uncertainty for individual staff and for airlines and companies as they respond to rapid and radical shifts in business, commerce and international relations, including Britain's departure from the EU and increasing perceived threat of terrorism abroad and at home, the Chaplaincy team needs to develop in experience. The development of Airport City will require partnership with local faith communities in Wythenshawe (Airport City North) and Hale Barns and Wilmslow (Airport City South), as we find new ways of working across the wider airport site.

Effective training and deployment

The Board, in consultation with the Coordinating Chaplain will continue to ensure that The Chaplaincy team is effectively coordinated and deployed – engaged in collaborative working practices, while each individual Chaplain is encouraged to develop specific areas of responsibility. Appropriate training will also ensure that the whole Chaplaincy team, whether volunteers or paid employees, part-time or full-time can feel confident in working collaboratively as part of one team.

We continue successfully to develop contacts with local faith communities to broaden our engagement with the whole spectrum of our local communities.

The Chaplaincy will continue to develop its work among the 200+ businesses that make up Manchester Airport and to enhance its visibility among staff and the local faith communities. Having developed the profile of the chaplaincy team within the retail sector at the airport, and develop relationships with businesses through regular Chaplaincy breakfasts/lunches, we are engaging with partners across the airport and in the wider community through inviting colleagues to join us at our own regular team meetings.

Protecting vulnerable passengers

The Chaplaincy has worked with Manchester Airport and associated companies in providing a framework for training staff in protecting vulnerable passengers and creating awareness among the public of the airport's desire to ensure the safety and wellbeing of all who work at, or pass through the airport, and who may be vulnerable to violence, exploitation or coercion.

Trustees' report for the year ended 31 March 2020

The Chaplaincy will continue to develop training for staff and to raise public awareness of Safeguarding, Trafficking and related issues. As a founder-member of the GM Modern Slavery NGO Forum, convened by the Modern Slavery Coordination Unit of Greater Manchester Police, The Chaplaincy will continue to represent the interests of vulnerable passengers in local, regional and national networks, such as the Safeguarding Vulnerable Persons Unit of the HBA Steering Group, the Greater Manchester Modern Slavery Multi-faith Forum and other networks.

Visibility and engagement with Airport staff, passengers and neighbours

The Chaplaincy will continue to maximise our personal visibility through regular and systematic visiting around the Airport and one-to-one engagement. We will also increase and develop our profile through publicising our work as widely as possible, through the use of social media and the chaplaincy website, as well as through the provision of information leaflets, monthly newsletters and six-monthly updates ("*Roots and Wings*"), and by speaking to national conferences, regional and local groups and organisations, as opportunities present themselves (though, again, we are already operating at near capacity in responding to speaking engagements).

The Chaplaincy will continue to respond appropriately to pastoral / liturgical requests in response to the death of serving colleagues, members of the public with connections to the airport, as well as to the needs of the families of those whose mortal remains are brought through the airport and in relation to longer-term provision of memorials around the airport as needs arise.

The Chaplaincy will also build on and develop existing positive and constructive inter-faith engagement (such as the #WeStandTogether campaign, and occasions such as an interfaith Eid celebration) through the provision of opportunities for dialogue and social engagement to ensure that members of all faith communities (and those who describe themselves as secular, humanist, atheist or agnostic) in and beyond the Airport are supported, helped and guided as appropriate.

Disclosure of information to auditor

The Trustees who held office at the date of approval of this Trustees' Report confirm that, so far as they are each aware, there is no relevant audit information of which The Chaplaincy's auditor is unaware; and each trustee has taken all the steps that they ought to have taken as a director to make themselves aware of any relevant audit information and to establish that The Chaplaincy's auditor is aware of that information.

**By order of the Trustees
and signed on behalf of the Board of Trustees**



Rad Taylor

Date: 29 March 2021

Registered address:
Olympic House
Manchester Airport
Manchester
M90 1QX

Trustees' report for the year ended 31 March 2020

Statement of Trustees' responsibilities in respect of the trustees' report and the financial statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law they have are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the excess of expenditure over income for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- assess the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect fraud and other irregularities.



Independent auditor's report to the members of The Chaplaincy, Manchester Airport

Opinion

We have audited the financial statements of The Chaplaincy, Manchester Airport ("the charitable company") for the year ended 31 March 2020 which comprise the statement of financial position, incorporating the income and expenditure account, balance sheet and related notes, including the accounting policies in note 1.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with UK accounting standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and applicable law. Our responsibilities are described below. We have fulfilled our ethical responsibilities under, and are independent of the charitable company in accordance with, UK ethical requirements including the FRC Ethical Standard. We believe that the audit evidence we have obtained is a sufficient and appropriate basis for our opinion.

Going concern

We draw attention to note 1 on page 14 to the financial statements which indicates that the Charity's ability to continue as a going concern is dependent on the going concern status of its main donor, Manchester Airport Holdings Limited. The financial statements of Manchester Airport Holdings Limited include a material uncertainty related to going concern and therefore the ongoing provision of these donations is subject to doubt. These events and conditions, along with the other matters explained on page 14, constitute a material uncertainty that may cast significant doubt on the Charity's ability to continue as a going concern.

Other information

The trustees are responsible for the other information, which comprises the Trustees' Report. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except as explicitly stated below, any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether, based on our financial statements audit work, the information therein is materially misstated or inconsistent with the financial statements or our audit knowledge. Based solely on that work:

- we have not identified material misstatements in the other information;
- in our opinion the information given in the Trustees' Report, which constitutes the directors' report for the financial year, is consistent with the financial statements; and
- in our opinion that report has been prepared in accordance with the Companies Act 2006.

Matters on which we are required to report by exception

Under the Companies Act 2006 we are required to report to you if, in our opinion:

- the charitable company has not kept adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a strategic report.

We have nothing to report in these respects.

Trustees' responsibilities

As explained more fully in their statement set out on page 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view; such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and using the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

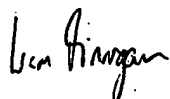
Auditor's responsibilities

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue our opinion in an auditor's report. Reasonable assurance is a high level of assurance, but does not guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

A fuller description of our responsibilities is provided on the FRC's website at www.frc.org.uk/auditorsresponsibilities.

The purpose of our audit work and to whom we owe our responsibilities

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.



Liam Finnigan (Senior Statutory Auditor) for and on behalf of KPMG LLP, Statutory Auditor

Chartered Accountants

1 St Peter's Square

Manchester

M2 3AE

29 March 2021

Trustees' report for the year ended 31 March 2020

Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2020

	Note	Total funds year ended 31 March 2020 £	Total funds year ended 31 March 2019 £
Incoming resources			
Donations	2	123,782	129,188
Total incoming resources		123,782	129,188
Resources expended			
Charitable activities			
Salaries	3	(108,633)	(108,103)
Travel and subsistence		(6,729)	(13,959)
Management and administration expense		(19,585)	(16,772)
Total resources expended for charitable activities		(134,947)	(138,834)
Net Surplus/ (Deficit)	4	(11,165)	(9,646)
Reconciliation of funds			
Total funds brought forward		38,678	48,324
Total funds carried forward		27,513	38,678

All the above results derive from continuing operations.
All the above results relate to unrestricted funds.

The accompanying accounting policies and notes on pages 14 to 17 form an integral part of the financial statements.

Trustees' report for the year ended 31 March 2020

Balance sheet as at 31 March 2020

	Note	2020 £	2019 £
Current assets			
Debtors	6	17,747	31,916
Cash at bank and in hand		27,584	16,762
		45,331	48,678
Creditors - amounts falling due within one year	7	(17,818)	(10,000)
Total assets less current liabilities		27,513	38,678
Funds			
General unrestricted funds		27,513	38,678

The financial statements on pages 12 to 17 were approved by the Trustee Board and were signed on its behalf by:



Rad Taylor

Trustee

Date: 29 March 2021

The accompanying accounting policies and notes on pages 14 to 17 form an integral part of the financial statements.

Trustees' report for the year ended 31 March 2020

Notes to the financial statements

1.Accounting policies

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Chaplaincy, Manchester Airport meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The presentational currency of these financial statements is sterling.

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements. The financial statements are filed annually with the Registrar of Companies.

Going Concern

The financial statements have been prepared on a going concern basis which the trustees consider to be appropriate for the following reasons.

At 31 March 2020 the Company had cash of £27,584 (2019 - £16,762) and net assets of £27,513 (2019- £38,678). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2022 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airport Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airport Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

However, the Directors of Manchester Airports Holdings Limited have concluded that a material uncertainty exists over that group's ability to continue as a going concern, as detailed in the basis of preparation on page 50-51 of the Manchester Airports Holdings Limited annual report for the year to March 2020, which is publicly available on the company website or Companies House. Should Manchester Airport Holdings Limited cease to operate as a going concern this would in turn prevent it from providing this company with the donations that it needs to continue to operate.

Based upon their enquiries, the Trustees believe that it is reasonable to continue to adopt the going concern basis in preparing the annual report and financial statements. However, these circumstances represent a material uncertainty that may cast significant doubt on the Chaplaincy's ability to continue as a going concern and, therefore, to continue realising its assets and discharging its liabilities in the normal course of business. The financial statements do not include any adjustments that would result from the basis of preparation being inappropriate.

Trustees' report for the year ended 31 March 2020

Notes to the financial statements (continued)

Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards under the historical cost convention and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice FRS 102.

Under FRS 102, the company is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

Incoming resources

Income is recognised in the statement of financial activities (SoFA) when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities. Income is only recognised in the accounts when all of the following criteria are met:

- control over the rights or other access to the economic benefit has passed to the charity;
- it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity; and
- the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

Resources expended

All expenses are accounted for on an accruals basis. Such costs are allocated between charitable expenditure, management and administration and governance costs. Staff costs are allocated according to the costs of staff working directly in the relevant activity. Other costs are apportioned using an appropriate basis of allocation.

Pension costs

The Chaplaincy contributes to defined contribution schemes on behalf of its chaplain. Other employees receive contributions to a money purchase scheme. All pension contributions are charged to the statement of financial activities as they are incurred.

Debtors and creditors

Trade and other debtors are recognised initially at transaction price less attributable transaction costs. Trade and other creditors are recognised initially at transaction price plus attributable transaction costs. Subsequent to initial recognition they are measured at amortised cost using the effective interest method, less any impairment losses in the case of trade debtors. If the arrangement constitutes a financing transaction, for example if payment is deferred beyond normal business terms, then it is measured at the present value of future payments discounted at a market rate of instrument for a similar debt instrument.

Cash and cash equivalents

Cash and cash equivalents comprise cash in hand, bank deposits and short term deposits net of bank overdrafts, which have an original maturity of three months or less.

Funds

Unrestricted funds are funds which can be used in accordance with the charitable objectives at the discretion of the Trustees. There are no restricted funds.

2 Incoming resources

Incoming resources represents donations and interest received.

All incoming resources arise in the United Kingdom and are attributable to one activity.

Trustees' report for the year ended 31 March 2020

Notes to the financial statements (continued)

3 Information regarding trustees and employees

	2020 Number	2019 Number
Average number of persons employed		
Care services	7	7
Staff costs during the period		
	2020 £	2019 £
Gross wages and salaries	88,283	88,699
Employer's national insurance and pension costs	20,350	19,404
	108,633	108,103

None of the Trustees received any remuneration from The Chaplaincy (2019 - none), and none were reimbursed for any expenses incurred (2019 - none).

4 Net deficit

	2020 £	2019 £
Net deficit is stated after charging:		
Auditor's remuneration	10,000	10,000

Auditor's remuneration has been borne by a related party in 2019 and has not yet been paid for 2020 but post year end Manchester Airport Holdings Limited confirmed that it would pay this in full on behalf of the charity. As this commitment was not received by the year end this has not been recognised as a donation in the year to March 2020 and will be recorded in the following financial year to March 2021.

5 Tax on profit on ordinary activities

The Chaplaincy, Manchester Airport, is considered to pass the tests set out in Paragraph 1, Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK taxation purposes. Accordingly, The Chaplaincy is potentially exempt from taxation in respect of income or capital gains received with categories covered by Chapter 3 Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purpose.

Trustees' report for the year ended 31 March 2020

Notes to the financial statements (continued)

6 Debtors

	2020 £	2019 £
Trade debtors	17,747	25,396
Prepayments and accrued income	-	6,520
	17,747	31,916

7 Creditors – Amounts falling due within one year

	2020 £	2019 £
Trade creditors	-	-
Accruals	17,818	10,000
	17,818	10,000

8 Related party transactions

The Chaplaincy receives donations from Manchester Airport plc and other organisations that operate at the airport as well as local church diocese, to cover its charitable expenses. All donations received during the year are shown in total income in the Statement of Financial Activities. Some of these organisations have directors who are also trustees of The Chaplaincy resulting in related party transactions:

Manchester Airport plc provided a donation of £87,122 (2019 - £92,622).

Manchester Diocese provided a donation of £12,000 (2019 - £12,000)

SSP Air Limited provided a donation of £3,247 (2019 - £3,247)

9 Members

The Chaplaincy is incorporated as a company limited by guarantee having no share capital. It is registered in England, in the United Kingdom.

Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.