

REGISTERED COMPANY NUMBER 03848337 (England and Wales)
REGISTERED CHARITY NUMBER. 1128626

Report of the Trustees and
Unaudited Financial Statements
for the year ended
31 August 2012
for
The Universities' Chaplaincy in Leeds Trust

Kirk Newsholme
4315 Park Approach
Thorpe Park
Leeds
West Yorkshire
LS15 8GB

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**The Universities' Chaplaincy in Leeds
Trust**

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for the Year Ended 31 August 2012**

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**The Universities' Chaplaincy in Leeds
Trust**

**Report of the Trustees
for the Year Ended 31 August 2012**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03848337 (England and Wales)

Registered Charity number
1128626

Registered office
c/o Chaplaincy
Emmanuel Centre University of Leeds
Woodhouse Lane
Leeds
West Yorkshire
LS2 9JT

Trustees

Dr D K Drummond	Yorkshire Baptist Association	- resigned 31 12 11
M J Kelly	Roman Catholic Diocese of Leeds	
Reverend B Miller	Trust Chair – WYEC appointment	
Professor J M Hill	Diocese of Ripon and Leeds	
M Potterton	Lutheran Church in Great Britain	
D N Arblaster	Leeds Metropolitan University	- resigned 29 03 12
J C Dales	Leeds are Meeting of Society of Friends	- resigned 14 06 12
D A Waller	Leeds District of the Methodist Church	
H G Dales	Yorkshire Synod of the United Reformed Church	- resigned 13 10 11
R E Muers	Co-opted Trustee	
Dr D W Dixon-Hardy	University of Leeds	
A J Parkinson	University of Leeds	
Professor S A Glen	Leeds Metropolitan University	- appointed 01 09 11
Reverend N D Howarth	Yorkshire Baptist Association	- appointed 01 01 12

Company Secretary
P Arundel

Independent Examiner
Kirk Newsholme
Chartered Accountants
4315 Park Approach
Thorpe Park
Leeds
West Yorkshire
LS15 8GB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Universities' Chaplaincy in Leeds Trust

Report of the Trustees for the Year Ended 31 August 2012

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The number of trustees shall be not less than 3 and shall not exceed 15

The Council of the University of Leeds and the Vice-Chancellor of Leeds Metropolitan University may each appoint and remove by notice in writing one trustee who shall not be required to retire by rotation

The trustees may co-opt up to two members of staff from the Universities (but for the avoidance of doubt only one from each University) who are willing to be trustees and cause their co-option to cease. Such trustees shall not be required to retire by rotation

In addition to any trustees co-opted by the trustees, the trustees may co-opt up to two further trustees who are willing to be trustees, and may cause their co-option to cease, but such a co-opted trustee holds office only until the next AGM

WYEC shall appoint an individual to be trustee and a trustee so appointed will hold office of the chairman of the trustee's meeting and shall not be required to retire by rotation

Except for persons appointed per the above no person shall be appointed or reappointed a trustee at any general meeting or to fill a vacancy unless they are duly and properly nominated by a member of the Charity and has consented to act (or continue to act) as a trustee

The Charity may by ordinary resolution appoint a person who is willing to act to be trustee either to fill a vacancy or as an additional trustee and may also determine the rotation in which any additional trustees are to retire

No person may be appointed as trustee unless they have attained the age of 18 years or in circumstances such that, had they already been a trustee, they would have been disqualified from acting under the provisions of Article 7

Trustees' responsibilities

The business of the Charity shall be managed by the trustees who may exercise all the powers of the Charity

The trustees shall expend the funds of the Charity in such a manner as they shall consider most beneficial for the achievement of the objects, invest in the name of the Charity such part of the funds as they may see fit, direct the sale or transposition of any such investment and expend the proceeds of any such sale in furtherance of the objects of the Charity

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error

OBJECTIVES AND ACTIVITIES

Background

The Universities' Chaplaincy in Leeds Trust serves the staff and students across both the University of Leeds and Leeds Metropolitan University. This means supporting the spiritual welfare of approximately 60,000 students and 10,600 staff of all faiths and none. The team works within the oversight of our parent body, the West Yorkshire Ecumenical Council (WYEC), a group of church bodies who have covenanted to work together to provide a chaplaincy service at these universities. Chaplains are from nine different Christian denominations and include both volunteers and stipendiary clergy

Day to day work

The key aspects of our day to day commitments are

- Pastoral Care
- Spiritual and Worship
- Ethics and Values
- Community Building and Community Cohesion

**The Universities' Chaplaincy in Leeds
Trust**

**Report of the Trustees
for the Year Ended 31 August 2012**

ACHIEVEMENT AND PERFORMANCE

Achievements

A new structure of staff roles and responsibilities was agreed with the Chaplaincy team with the full support of the Trustees. As a result an appointment was made to the new post of Chaplaincy Service Manager. The appointee was in post at the beginning of September 2012.

Following a successful two years previous appointment to the role of Student Outreach Worker, funds were secured to make a new appointment to this post.

There have been discussions with the senior leadership teams of each University in preparation for developing a revised Service Level Agreement which will come into place before the end of the 2012/2013 academic year.

The Universities continue to value the contribution of the Chaplaincy to the community life of the universities.

The significant activities of the day to day work continue. These include:

- 1 Crisis support which is much appreciated by both Universities in the support of students and families at the times of trauma and death.
- 2 Contributions to the work of the universities ethics committees and courses in which ethical issues are raised.
- 3 Closer collaboration with the Students' Union.
- 4 Work with international students has been maintained and developed with support from a large number of local volunteers.

FINANCIAL REVIEW

Financial review

The financial result for the year shows a loss of £1,845. Reserves are reduced to just over £50,500, which represents a healthy level in relation to the usual expenditure of around £80,000. The trust is therefore well placed to develop its chaplaincy work. Now that a new Service Manager is in place, work will begin on seeking additional income to balance future budgets. There have also been discussions with the Universities about their level of financial support.

FUTURE AIMS

The future aims include:

- 1 Increasing chaplaincy provision through staff appointments and range of activities.
- 2 Developing ways to increase spiritual awareness and opportunity amongst the staff and student populations.
- 3 Exploring the inter-faith context and collaboration.
- 4 Publicising the work of the Chaplaincy and securing additional funds.
- 5 Increasing the level of collaboration with the Wellbeing Team at Leeds Met University.

ON BEHALF OF THE BOARD



Reverend B. Miller – Trustee

Date

4 March 2013.

**Independent Examiner's Report to the Trustees of
The Universities' Chaplaincy in Leeds
Trust**

I report on the accounts for the year ended 31 August 2012 set out on pages five to twelve

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required

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

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 statements 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 and 387 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have 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

Kirk Newsholme

Kirk Newsholme
Chartered Accountants
4315 Park Approach
Thorpe Park
Leeds
West Yorkshire
LS15 8GB

Date 7 March 2013

**The Universities' Chaplaincy in Leeds
Trust**

**Statement of Financial Activities
for the Year Ended 31 August 2012**

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		2,308	-	2,308	3,029
Activities for generating funds	2	4,807	-	4,807	6,380
Investment income	3	17	-	17	28
Incoming resources from charitable activities					
Charitable activities costs		<u>53,870</u>	<u>5,248</u>	<u>59,118</u>	<u>63,059</u>
Total incoming resources		61,002	5,248	66,250	72,496
RESOURCES EXPENDED					
Charitable activities					
Charitable activities costs	4	43,861	15,309	59,170	66,949
Governance costs		<u>8,925</u>	<u>-</u>	<u>8,925</u>	<u>9,876</u>
Total resources expended		52,786	15,309	68,095	76,825
NET INCOMING/(OUTGOING) RESOURCES before transfers					
		8,216	(10,061)	(1,845)	(4,329)
Gross transfers between funds	13	<u>(10,061)</u>	<u>10,061</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		(1,845)	-	(1,845)	(4,329)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>52,352</u>	<u>-</u>	<u>52,352</u>	<u>56,681</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>50,507</u></u>	<u><u>-</u></u>	<u><u>50,507</u></u>	<u><u>52,352</u></u>

The notes form part of these financial statements

**The Universities' Chaplaincy in Leeds
Trust**

**Balance Sheet
At 31 August 2012**

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
FIXED ASSETS					
Tangible assets	10	1,488	-	1,488	2,025
CURRENT ASSETS					
Debtors amounts falling due within one year	11	3,554	-	3,554	3,838
Cash at bank and in hand		<u>53,311</u>	<u>5,082</u>	<u>58,393</u>	<u>58,844</u>
		56,865	5,082	61,947	62,682
CREDITORS					
Amounts falling due within one year	12	(7,846)	(5,082)	(12,928)	(12,355)
NET CURRENT ASSETS		<u>49,019</u>	<u>-</u>	<u>49,019</u>	<u>50,327</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>50,507</u>	<u>-</u>	<u>50,507</u>	<u>52,352</u>
NET ASSETS		<u>50,507</u>	<u>-</u>	<u>50,507</u>	<u>52,352</u>
FUNDS	13				
Unrestricted funds				50,507	52,352
Restricted funds				-	-
TOTAL FUNDS				<u>50,507</u>	<u>52,352</u>

The notes form part of these financial statements

**The Universities' Chaplaincy in Leeds
Trust**

**Balance Sheet - continued
At 31 August 2012**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2012

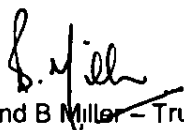
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2012 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

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

The financial statements were approved by the Board of Trustees on *23rd January 2013* and were signed on its behalf by



Reverend B Miller - Trustee

**Notes to the Financial Statements
for the Year Ended 31 August 2012**

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Allocation and apportionment of costs

Support costs have been allocated based on the time spent on charitable activities and governance costs.

Tangible fixed assets

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

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 33% on cost

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2 ACTIVITIES FOR GENERATING FUNDS

	2012 £	2011 £
Room letting	1,357	1,780
Teaching income	<u>3,450</u>	<u>4,600</u>
	<u>4,807</u>	<u>6,380</u>

**The Universities' Chaplaincy in Leeds
Trust**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2012**

3 INVESTMENT INCOME

	2012 £	2011 £
Deposit account interest	<u>17</u>	<u>28</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Grant funding of activities £	Support costs (See note 5) £	Totals £
Charitable activities costs	<u>36,991</u>	<u>3,610</u>	<u>18,569</u>	<u>59,170</u>

5 SUPPORT COSTS

	Information technology £	Human resources £	Totals £
Governance costs	170	4,473	4,643
Charitable activities costs	<u>678</u>	<u>17,891</u>	<u>18,569</u>
	<u>848</u>	<u>22,364</u>	<u>23,212</u>

Activity	Basis of allocation
Information technology	Allocation based on time spent
Human resources	Allocation based on time spent

Support costs, included in the above, are as follows

	Governance costs £	Charitable activities costs £	2012 Total activities £	2011 Total activities £
Computer costs	170	678	848	754
Wages	4,005	16,020	20,025	24,336
Social security	183	731	914	1,157
Pensions	<u>285</u>	<u>1,140</u>	<u>1,425</u>	<u>3,399</u>
	<u>4,643</u>	<u>18,569</u>	<u>23,212</u>	<u>29,646</u>

6 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	2012 £	2011 £
Depreciation - owned assets	1,046	1,185
Surplus on disposal of fixed asset	<u>(18)</u>	<u>-</u>

**The Universities' Chaplaincy in Leeds
Trust**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2012**

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2012 nor for the year ended 31 August 2011

Trustees' Expenses

	2012 £	2011 £
Trustees' expenses	<u>87</u>	<u>-</u>

8 STAFF COSTS

	2012 £	2011 £
Wages and salaries	37,138	41,286
Social security costs	1,863	2,169
Other pension costs	<u>1,425</u>	<u>3,399</u>
	<u>40,426</u>	<u>46,854</u>

The average monthly number of employees during the year was as follows

	2012	2011
Charitable	3	3
Governance	<u>1</u>	<u>1</u>
	<u>4</u>	<u>4</u>

9 FEES FOR EXAMINATION OF THE ACCOUNTS

	31 8 12 £	31 8 11 £
Independent examiner's fees for reporting on the accounts	1,200	1,200
Accountancy services	<u>1,800</u>	<u>1,800</u>

**The Universities' Chaplaincy in Leeds
Trust**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2012**

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 September 2011	1,156	3,255	4,411
Additions	<u>-</u>	<u>509</u>	<u>509</u>
At 31 August 2012	<u>1,156</u>	<u>3,764</u>	<u>4,920</u>
DEPRECIATION			
At 1 September 2011	463	1,923	2,386
Charge for year	<u>139</u>	<u>907</u>	<u>1,046</u>
At 31 August 2012	<u>602</u>	<u>2,830</u>	<u>3,432</u>
NET BOOK VALUE			
At 31 August 2012	<u>554</u>	<u>934</u>	<u>1,488</u>
At 31 August 2011	<u>693</u>	<u>1,332</u>	<u>2,025</u>

11. DEBTORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012 £	2011 £
Trade debtors	-	200
Other debtors	2,758	2,884
Prepayments	<u>796</u>	<u>754</u>
	<u>3,554</u>	<u>3,838</u>

12. CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012 £	2011 £
Trade creditors	553	237
Social security and other taxes	628	1,075
Other creditors	3,188	2,406
Accruals and deferred income	3,477	3,637
Deferred income	<u>5,082</u>	<u>5,000</u>
	<u>12,928</u>	<u>12,355</u>

**The Universities' Chaplaincy in Leeds
Trust**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2012**

13. MOVEMENT IN FUNDS

	At 1 9 11 £	Net movement in funds £	Transfers between funds £	At 31 8 12 £
Unrestricted funds				
General fund	52,352	8,216	(10,061)	50,507
Restricted funds				
Restricted funds	-	(10,061)	10,061	-
TOTAL FUNDS	<u>52,352</u>	<u>(1,845)</u>	<u>-</u>	<u>50,507</u>

Net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	61,002	(52,786)	8,216
Restricted funds			
Restricted funds	5,248	(15,309)	(10,061)
TOTAL FUNDS	<u>66,250</u>	<u>(68,096)</u>	<u>(1,845)</u>

£10,061 (2011 £39,084) was transferred from the general fund to the restricted fund to make up the shortfall on the fund

14. ULTIMATE CONTROLLING PARTY

The company is controlled by its directors

15. CAPITAL

The company is limited by guarantee and has no share capital

The liability of the members in the event of a winding up is limited to £10 per member