

**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 2010  
for  
The Universities' Chaplaincy in Leeds Trust**

WEDNESDAY



\*A220WS35\*  
A51 02/03/2011 262  
COMPANIES HOUSE

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

**The Universities' Chaplaincy in Leeds  
Trust**

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for the year ended 31 August 2010**

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**The Universities' Chaplaincy in Leeds  
Trust**

**Report of the Trustees  
for the year ended 31 August 2010**

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 2010. 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 The Diocese of Ripon & Leeds  
Diocesan Office St Marys Street  
Leeds  
West Yorkshire  
LS9 7DP

**Trustees**

Dr D K Drummond  
M J Kelly  
Reverend B Miller  
S K Scott  
Professor J M Hill  
M Potterton  
D N Arblaster  
J C Dales  
D A Waller  
H G Dales  
R E Muers  
D W Dixon-Hardy  
J Dennis

Lecturer  
Deputy Dean  
Director  
Director  
Director  
Director  
Director  
Director  
IT Manager - appointed 01 10 09  
University Professor - appointed 23 03 10  
University Lecturer - appointed 10 06 10  
Lecturer - appointed 01 07 10  
Lecturer - appointed 16 08 10

**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 2010**

#### **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 60,500 students and 12,400 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 2010**

**ACHIEVEMENT AND PERFORMANCE**

**Achievements**

The continued development of a proactive trustee body, providing support to the chaplaincy team in terms of financial oversight, personnel, organisation and mission, now complete with trustees from the wider university communities

We continue under the new service level agreements signed with both Universities for two more years  
Other significant activities around our day to day work include

- 1 Crisis support which is widely appreciated by both Universities with chaplains helping support those affected by student death and trauma
- 2 An event held as part of an open Arts event entitled 'Light Night' attracted over 800 visitors to the Chaplaincy on one evening to explore ideas of creation This followed on from the success of participation in 2009
- 3 The Chaplains regularly contribute to the work of University ethics committees and courses in which ethical issues are raised
- 4 We were fortunate to attract funding to allow us to employ a full time replacement for the Student Outreach Worker position in 2010/11 (previously 0.6 full time employee)
- 5 We have run many new events to reach out to more staff and students at the universities to make them aware of the service and provide support in an approachable atmosphere There has been an ongoing number of outreach events to engage with individuals and build relationships with the staff and students at both universities Testament to this is that we sent out over 200 Christmas cards to staff, students and supporters

**FINANCIAL REVIEW**

**Financial review**


The financial result for the year shows a loss of £5,168 through the year This was planned as we are in need of reducing our reserves and seek to do so in line with our needs Reserves are reduced to just over £56,500 which still represents a very healthy level in relation to the usual expenditure of around £80,000 The trust is therefore well placed to develop its chaplaincy work

**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 reporting to our sponsors and supporters

ON BEHALF OF THE BOARD

  
Reverend B Miller – Trustee

Date 20.1.2011

**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 2010 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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 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 *28 February 2011*

**The Universities' Chaplaincy in Leeds  
Trust**

**Statement of Financial Activities  
for the year ended 31 August 2010**

	Notes	Unrestricted funds £	Restricted funds £	31 8 10 Total funds £	31 8 09 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		1,996	-	1,996	1,603
Activities for generating funds	2	2,073	-	2,073	32,056
Investment income	3	14	-	14	778
<b>Incoming resources from charitable activities</b>					
Charitable activities costs		52,000	9,715	61,715	68,019
<b>Other incoming resources</b>		-	-	-	75
<b>Total incoming resources</b>		56,083	9,715	65,798	102,531
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Charitable activities costs	4	25,303	34,840	60,143	73,697
<b>Governance costs</b>		6,553	4,270	10,823	12,873
<b>Total resources expended</b>		31,856	39,110	70,966	86,570
<b>NET INCOMING/(OUTGOING) RESOURCES before transfers</b>					
		24,227	(29,395)	(5,168)	15,961
<b>Gross transfers between funds</b>	13	(29,395)	29,395	-	-
<b>Net incoming/(outgoing) resources</b>		(5,168)	-	(5,168)	15,961
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		61,849	-	61,849	45,888
<b>TOTAL FUNDS CARRIED FORWARD</b>		56,681	-	56,681	61,849

The notes form part of these financial statements

**The Universities' Chaplaincy in Leeds  
Trust**

**Balance Sheet  
At 31 August 2010**

	Notes	Unrestricted funds £	Restricted funds £	31 8 10 Total funds £	31 8 09 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	10	1,829	-	1,829	1,860
<b>CURRENT ASSETS</b>					
Debtors amounts falling due within one year 11		36,160	-	36,160	3,886
Cash at bank and in hand		<u>53,822</u>	<u>450</u>	<u>54,272</u>	<u>65,599</u>
		89,982	450	90,432	69,485
<b>CREDITORS</b>					
Amounts falling due within one year	12	(35,130)	(450)	(35,580)	(9,496)
<b>NET CURRENT ASSETS</b>		<u>54,852</u>	<u>-</u>	<u>54,852</u>	<u>59,989</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>56,681</u>	<u>-</u>	<u>56,681</u>	<u>61,849</u>
<b>NET ASSETS</b>		<u>56,681</u>	<u>-</u>	<u>56,681</u>	<u>61,849</u>
<b>FUNDS</b>	13				
Unrestricted funds				56,681	61,849
Restricted funds				-	-
<b>TOTAL FUNDS</b>				<u>56,681</u>	<u>61,849</u>

The notes form part of these financial statements



**The Universities' Chaplaincy in Leeds  
Trust**

**Balance Sheet - continued  
At 31 August 2010**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2010

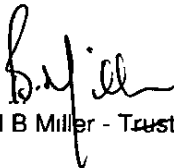
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2010 in accordance with Section 476 of the Companies Act 2006

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 *20 January 2011* and were signed on its behalf by



Reverend B Miller - Trustee

The notes form part of these financial statements

**The Universities' Chaplaincy in Leeds  
Trust**

**Notes to the Financial Statements  
for the year ended 31 August 2010**

**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

**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**

	31 8 10	31 8 09
	£	£
Room letting	2,071	7,256
Teaching income	-	24,785
Other income	<u>2</u>	<u>15</u>
	<u>2,073</u>	<u>32,056</u>

**The Universities' Chaplaincy in Leeds  
Trust**

**Notes to the Financial Statements - continued  
for the year ended 31 August 2010**

**3 INVESTMENT INCOME**

	31 8 10	31 8 09
	£	£
Deposit account interest	14	704
Other interest received	-	74
	<u>14</u>	<u>778</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs (See note 5)	Totals
	£	£	£
Charitable activities costs	<u>42,498</u>	<u>17,645</u>	<u>60,143</u>

**5. SUPPORT COSTS**

	Information technology	Human resources	Totals
	£	£	£
Governance costs	140	4,271	4,411
Charitable activities costs	<u>560</u>	<u>17,085</u>	<u>17,645</u>
	<u>700</u>	<u>21,356</u>	<u>22,056</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	31 8 10	31 8 09
	£	£	Total activities £	Total activities £
Computer costs	140	560	700	1,020
Wages	3,808	15,235	19,043	20,366
Social security	330	1,319	1,649	1,258
Pensions	132	527	659	663
Interest payable and similar charges	<u>1</u>	<u>4</u>	<u>5</u>	-
	<u>4,411</u>	<u>17,645</u>	<u>22,056</u>	<u>23,307</u>

**6. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting)

	31 8 10	31 8 09
	£	£
Depreciation - owned assets	<u>803</u>	<u>759</u>

**The Universities' Chaplaincy in Leeds  
Trust**

**Notes to the Financial Statements - continued  
for the year ended 31 August 2010**

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2010 nor for the year ended 31 August 2009

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 August 2010 nor for the year ended 31 August 2009

**8. STAFF COSTS**

	31 8 10	31 8 09
	£	£
Wages and salaries	32,668	45,465
Social security costs	2,527	3,173
Other pension costs	<u>659</u>	<u>1,535</u>
	<u>35,854</u>	<u>50,173</u>

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

	31 8 10	31 8 09
Charitable	2	2
Governance	<u>1</u>	<u>1</u>
	<u>3</u>	<u>3</u>

**9. FEES FOR EXAMINATION OF THE ACCOUNTS**

	31 8 10	31 8 09
	£	£
Independent examiner's fees for reporting on the accounts	1,175	1,175
Accountancy services	<u>1,763</u>	<u>2,350</u>

**10. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 September 2009	747	2,332	3,079
Additions	<u>-</u>	<u>772</u>	<u>772</u>
At 31 August 2010	<u>747</u>	<u>3,104</u>	<u>3,851</u>
<b>DEPRECIATION</b>			
At 1 September 2009	176	1,043	1,219
Charge for year	<u>114</u>	<u>689</u>	<u>803</u>
At 31 August 2010	<u>290</u>	<u>1,732</u>	<u>2,022</u>
<b>NET BOOK VALUE</b>			
At 31 August 2010	<u>457</u>	<u>1,372</u>	<u>1,829</u>
At 31 August 2009	<u>571</u>	<u>1,289</u>	<u>1,860</u>

**The Universities' Chaplaincy in Leeds  
Trust**

**Notes to the Financial Statements - continued  
for the year ended 31 August 2010**

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31 8 10	31 8 09
	£	£
Trade debtors	36,160	36
Accrued income	-	3,850
	<u>36,160</u>	<u>3,886</u>

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31 8 10	31 8 09
	£	£
Trade creditors	649	155
Tax	-	58
Social security and other taxes	605	1,210
Other creditors	29,032	1,490
Accrued expenses	4,844	4,182
Deferred income	450	2,401
	<u>35,580</u>	<u>9,496</u>

**13. MOVEMENT IN FUNDS**

	At 1 9 09 £	Net movement in funds £	Transfers between funds £	At 31 8 10 £
<b>Unrestricted funds</b>				
General fund	61,849	24,227	(29,395)	56,681
<b>Restricted funds</b>				
Restricted funds	-	(29,395)	29,395	-
	<u>61,849</u>	<u>(5,168)</u>	<u>-</u>	<u>56,681</u>
<b>TOTAL FUNDS</b>	<u>61,849</u>	<u>(5,168)</u>	<u>-</u>	<u>56,681</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	56,083	(31,856)	24,227
<b>Restricted funds</b>			
Restricted funds	9,715	(39,110)	(29,395)
	<u>65,798</u>	<u>(70,966)</u>	<u>(5,168)</u>
<b>TOTAL FUNDS</b>	<u>65,798</u>	<u>(70,966)</u>	<u>(5,168)</u>

£29,395 (2009 £36,892) was transferred from the general fund to the restricted fund to make up the shortfall on the fund

**The Universities' Chaplaincy in Leeds  
Trust**

**Notes to the Financial Statements - continued  
for the year ended 31 August 2010**

**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

**The Universities' Chaplaincy in Leeds  
Trust**

**Detailed Statement of Financial Activities  
for the year ended 31 August 2010**

	31 8 10 £	31 8 09 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations received	1,996	1,603
<b>Activities for generating funds</b>		
Room letting	2,071	7,256
Teaching income	-	24,785
Other income	<u>2</u>	<u>15</u>
	2,073	32,056
<b>Investment income</b>		
Deposit account interest	14	704
Other interest received	<u>-</u>	<u>74</u>
	14	778
<b>Incoming resources from charitable activities</b>		
Donations received	3,669	6,170
Grants	6,046	9,969
Service level agreement	<u>52,000</u>	<u>51,880</u>
	61,715	68,019
<b>Other incoming resources</b>		
Online filing incentive	<u>-</u>	<u>75</u>
<b>Total incoming resources</b>	65,798	102,531
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages	13,625	25,099
Social security	878	1,915
Pensions	-	872
Equipment hire	1,120	1,108
Insurance	501	485
Telephone	1,169	1,243
Printing, postage and stationery	1,281	1,330
Advertising and publicity	424	743
Travelling	1,477	2,834
Catering and hospitality	2,105	2,778
Project - international work	3,256	2,858
Project - Fresh Expressions worker	763	125
Project - carol service	992	861
Project - freshers week	898	1,025
Project - staff festival	-	14
Carried forward	<u>28,489</u>	<u>43,290</u>

This page does not form part of the statutory financial statements

**The Universities' Chaplaincy in Leeds  
Trust**

**Detailed Statement of Financial Activities  
for the year ended 31 August 2010**

	31 8 10 £	31 8 09 £
<b>Charitable activities</b>		
Brought forward	28,489	43,290
Project - Leeds Metropolitan cottage refurbishment	-	437
Worship resources	635	479
Service charges and portering	10,556	7,870
Repairs and renewals	373	278
Training	1,504	1,601
Sundry expenses	138	133
Donations	-	205
Fixtures and fittings	114	143
Computer equipment	689	616
	<u>42,498</u>	<u>55,052</u>
<b>Governance costs</b>		
Accountancy current year	2,938	3,525
Accountancy prior year	890	584
Legal and professional fees	2,584	4,044
Tax	-	58
	<u>6,412</u>	<u>8,211</u>
<b>Support costs</b>		
<b>Information technology</b>		
Computer costs	700	1,020
<b>Human resources</b>		
Wages	19,043	20,366
Social security	1,649	1,258
Pensions	659	663
Interest on late paid tax	5	-
	<u>21,356</u>	<u>22,287</u>
<b>Total resources expended</b>	<u>70,966</u>	<u>86,570</u>
<b>Net (expenditure)/income</b>	<u>(5,168)</u>	<u>15,961</u>

This page does not form part of the statutory financial statements