

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 2016
for**

**The Universities' Chaplaincy in Leeds
Trust**



Kirk Newsholme
Chartered Accountants
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 2016**

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**The Universities' Chaplaincy in Leeds
Trust**

**Report of the Trustees
for the Year Ended 31 August 2016**

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 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2015).

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

M J Kelly	Roman Catholic Diocese of Leeds	
Professor J M Hill	Diocese of West Yorkshire and the Dales	
M Potterton	Lutheran Church in Great Britain	
D A Waller	Leeds District of the Methodist Church	
R E Muers	Quaker Trustee	
Dr D W Dixon-Hardy	University of Leeds	
Reverend N D Howarth	Yorkshire Baptist Association	- resigned 28.01.2016
Professor A Deacon	Trust Chair – WYEC appointment	
J Daley	Leeds Beckett University	- resigned 16.06.2016
C M Lorigan	University of Leeds	
Dr A M Caswell	Leeds Beckett University	
Professor R C Whiting	United Reformed Church	

Company Secretary
A Dudzinski

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 2016

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 Beckett 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 the University Staff Trustees co-opted by the board, the trustees may co-opt up to two further trustees who are willing to act, 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 have 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 Beckett 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 2016**

ACHIEVEMENT AND PERFORMANCE

Achievements

The Co-ordinating chaplains continue to work closely with the Chaplaincy Service Manager.

The Student Outreach Worker has continued to be a valuable addition to the services provided by the Chaplaincy Team. Emma Temple's contract was extended until August 2017.

The Trustees continue to have an excellent working relationship with the senior managers of both Universities. We have also seen some changes with Professor Richard Whiting, taking over from Dr Owen Hartley as United Reformed Church trustee and Dr Alison Caswell has been appointed Leeds Beckett staff representative.

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. Pastoral support for staff and students continues through groups, worship activities and one-to-one pastoral care.
2. An increased range of outreach activities and events that were designed to introduce people to the Chaplaincy and encourage them to build links with us.
3. Crisis support continues to be much appreciated by both Universities in the support of students, staff and their families at times of trauma and death.
4. At Leeds Beckett we have built on the good relations already in place with two chaplains undertaking Wellbeing appointments. This is facilitated by attending regular team meetings as well as by serving on committees such as equality and diversity and the Carnegie ethics committee.
5. Involvement in multi faith developments at the University of Leeds in particular assisting in the recruitment and selection of their Muslim Faith Advisor and in co-hosting inter-faith events.

FINANCIAL REVIEW

Financial review

The financial result for the year shows a surplus of £6,944. Reserves have increased to £87,617. Expenditure was £71,792, which is less than the usual expenditure of £80,000. The trust is therefore well placed to develop its Chaplaincy work. The Chaplaincy Service Manager continues to work on seeking additional income to balance future budgets. The Service Level Agreement (SLA) with the two Universities was renewed on 1 September 2016 for a period of 12 months, and the University of Law in Leeds also entered into a 12 month agreement with the Trust.

FUTURE AIMS

The future aims include:

1. Increasing chaplaincy provision through staff appointments, effective use of volunteers and interns, and range of activities.
2. Developing ways to increase spiritual awareness and opportunity amongst the staff and student populations.
3. Assisting the University of Leeds and Leeds Beckett University in their development of a strategy to provide faith-based support to their diverse communities.

Approved by order of the board of trustees on 18/01/2017 and signed on its behalf by:



Professor A Deacon - Trustee

**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 2016 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: 31 January 2017

**The Universities' Chaplaincy in Leeds
Trust**

**Statement of Financial Activities
for the Year Ended 31 August 2016**

		Unrestricted fund £	Restricted fund £	Total 2016 funds £	Total 2015 funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		1,889	-	1,889	1,970
Activities for generating funds	2	6,777	-	6,777	6,143
Investment income	3	94	-	94	170
Incoming resources from charitable activities					
Charitable activities costs		<u>61,976</u>	<u>8,000</u>	<u>69,976</u>	<u>70,056</u>
Total incoming resources		70,736	8,000	78,736	78,339
RESOURCES EXPENDED					
Charitable activities					
Charitable activities costs	4	25,980	39,048	65,028	57,346
Governance costs		<u>1,071</u>	<u>5,693</u>	<u>6,764</u>	<u>6,268</u>
Total resources expended		27,051	44,741	71,792	63,614
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		43,685	(36,741)	6,944	14,725
Gross transfers between funds	13	<u>(36,741)</u>	<u>36,741</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		6,944	-	6,944	14,725
RECONCILIATION OF FUNDS					
Total funds brought forward		80,673	-	80,673	65,948
TOTAL FUNDS CARRIED FORWARD		<u>87,617</u>	<u>-</u>	<u>87,617</u>	<u>80,673</u>

The notes form part of these financial statements

The Universities' Chaplaincy in Leeds Trust

**Balance Sheet
At 31 August 2016**

	Notes	Unrestricted fund £	Restricted fund £	Total 2016 funds £	Total 2015 funds £
FIXED ASSETS					
Tangible assets	10	1,452	-	1,452	892
CURRENT ASSETS					
Debtors	11	142	1,149	1,291	60
Cash at bank and in hand		<u>91,091</u>	<u>2,288</u>	<u>93,379</u>	<u>95,762</u>
		91,233	3,437	94,670	95,822
CREDITORS					
Amounts falling due within one year	12	(5,068)	(3,437)	(8,505)	(16,041)
NET CURRENT ASSETS		<u>86,165</u>	<u>-</u>	<u>86,165</u>	<u>79,781</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>87,617</u>	<u>-</u>	<u>87,617</u>	<u>80,673</u>
NET ASSETS		<u>87,617</u>	<u>-</u>	<u>87,617</u>	<u>80,673</u>
FUNDS	13				
Unrestricted funds				87,617	80,673
Restricted funds				-	-
TOTAL FUNDS				<u>87,617</u>	<u>80,673</u>

The notes form part of these financial statements

**The Universities' Chaplaincy in Leeds
Trust**

**Balance Sheet - continued
At 31 August 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2016 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 January 2015).

The financial statements were approved by the Board of Trustees on 18/01/2017 and were signed on its behalf by:


.....
Professor A Deacon - Trustee

**The Universities' Chaplaincy in Leeds
Trust**

**Notes to the Financial Statements
for the Year Ended 31 August 2016**

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 January 2015), 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 costs 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 contributes to the pension provision of certain members of staff. Contributions payable by the charitable company are charged to the Statement of Financial Activities in the period to which they relate.

2. ACTIVITIES FOR GENERATING FUNDS

	2016	2015
	£	£
Room letting	3,777	3,893
Teaching income	<u>3,000</u>	<u>2,250</u>
	<u>6,777</u>	<u>6,143</u>

The Universities' Chaplaincy in Leeds Trust

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2016**

3. INVESTMENT INCOME

	2016 £	2015 £
Deposit account interest	<u>94</u>	<u>170</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Grant funding of activities (See note) £	Support costs (See note 5) £	Totals £
Charitable activities costs	37,090	885	27,053	65,028
Governance costs	<u>-</u>	<u>-</u>	<u>6,764</u>	<u>6,764</u>
	<u>37,090</u>	<u>885</u>	<u>33,817</u>	<u>71,792</u>

5. SUPPORT COSTS

	Information technology £	Human resources £	Governance costs £	Totals £
Charitable activities costs	672	22,771	3,610	27,053
Governance costs	<u>168</u>	<u>5,693</u>	<u>903</u>	<u>6,764</u>
	<u>840</u>	<u>28,464</u>	<u>4,513</u>	<u>33,817</u>

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

Support costs, included in the above, are as follows:

	Charitable activities costs £	Governance costs £	2016 Total activities £	2015 Total activities £
Computer costs	672	168	840	828
Wages	20,523	5,131	25,654	23,951
Social security	538	135	673	730
Pensions	1,710	427	2,137	1,764
Accountancy and legal fees	<u>3,610</u>	<u>903</u>	<u>4,513</u>	<u>4,063</u>
	<u>27,053</u>	<u>6,764</u>	<u>33,817</u>	<u>31,336</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2016 £	2015 £
Depreciation - owned assets	<u>466</u>	<u>381</u>

**The Universities' Chaplaincy in Leeds
Trust**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2016**

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2016 nor for the year ended 31 August 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2016 nor for the year ended 31 August 2015.

8. STAFF COSTS

	2016 £	2015 £
Wages and salaries	46,543	42,025
Social security costs	944	982
Other pension costs	<u>3,254</u>	<u>1,811</u>
	<u>50,741</u>	<u>44,818</u>

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

	2016	2015
Charitable	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

9. FEES FOR EXAMINATION OF THE ACCOUNTS

	2016 £	2015 £
Independent examiner's fees for reporting on the accounts	1,200	1,200
Accountancy services	<u>1,920</u>	<u>1,920</u>

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 September 2015	1,256	3,705	4,961
Additions	<u>468</u>	<u>558</u>	<u>1,026</u>
At 31 August 2016	<u>1,724</u>	<u>4,263</u>	<u>5,987</u>
DEPRECIATION			
At 1 September 2015	891	3,178	4,069
Charge for year	<u>91</u>	<u>375</u>	<u>466</u>
At 31 August 2016	<u>982</u>	<u>3,553</u>	<u>4,535</u>
NET BOOK VALUE			
At 31 August 2016	<u>742</u>	<u>710</u>	<u>1,452</u>
At 31 August 2015	<u>365</u>	<u>527</u>	<u>892</u>

**The Universities' Chaplaincy in Leeds
Trust**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2016**

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade debtors	-	60
Other debtors	1,149	-
Prepayments	<u>142</u>	<u>-</u>
	<u>1,291</u>	<u>60</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade creditors	-	7
Social security and other taxes	-	1,187
Other creditors	4,885	6,229
Deferred income	82	5,082
Accrued expenses	<u>3,538</u>	<u>3,536</u>
	<u>8,505</u>	<u>16,041</u>

13. MOVEMENT IN FUNDS

	At 1.9.15 £	Net movement in funds £	Transfers between funds £	At 31.8.16 £
Unrestricted funds				
General fund	80,673	43,685	(36,741)	87,617
Restricted funds				
Restricted funds	-	(36,741)	36,741	-
	<u>80,673</u>	<u>6,944</u>	<u>-</u>	<u>87,617</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	70,736	(27,051)	43,685
Restricted funds			
Restricted funds	8,000	(44,741)	(36,741)
	<u>78,736</u>	<u>(71,792)</u>	<u>6,944</u>

£36,741 (2015:£32,218) 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 2016**

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.