

CHAPLAINCY PLUS

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ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31ST AUGUST 2015

Registered Number 4863634

Registered Charity Number 1100383



CHAPLAINCY PLUS
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2015

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Chaplaincy Plus
Annual Report and Accounts for the Year Ended 31 August 2015
Report of the Trustees

Report of the Trustees for the Year ending 31st August 2015

Our Aims and Objectives

Purposes and Aims

The purpose of the charity, as stated in the governing document, is the advancement of religion, specifically the Christian faith and the promotion of Christian principles and teaching in all aspects of human relationships in accordance with the Articles of Faith set out in Article 34 of the Articles.

The main aims of the charity in meeting its objectives are the provision of resources, encouragement and support to the business and professional community in the Birmingham area.

Ensuring our work delivers our aims

Our aims, objectives and activities are reviewed on a continual basis throughout the year. The review looks at the success of each key activity and the on-going benefits that have been brought to those attending. Reference has been made to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activities.

The focus of our work

The focus of our work has continued to be broadening contact networks and supporting the business community in Birmingham through pastoral support, and the gathering together of the community working in the city.

We also support workplace groups and specific network groups; City Lights, for Young Adults; City Women for women working in the city centre and City Legal for members of the legal profession.

How our Activities Deliver Public Benefit

All our charitable activities focus on reaching out and supporting professionals in their place of work and are undertaken to further our charitable purposes for the public benefit.

Who used and benefited from our services

The smaller gatherings and personal pastoral support benefited people, whether from any particular faith or none, by giving them time to reflect upon and talk through their concerns, especially as jobs are still being made redundant and a number of people are suffering from serious physical and mental health issues.

Through this mainly 'unseen' work of caring for people, Chaplaincy Plus continues to help individuals to 'work well' to the benefit of the greater Birmingham business community.

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Larger Gatherings

Principal ones were: Carols for the Business Community in Birmingham Cathedral
The Birmingham Prayer Breakfast in February at the ICC Birmingham

There are now two Carol services for the Business Community. One in the early evening was held on Tuesday 16 December 2014 and the other at lunch time on Wednesday 17 December. Both were held in Birmingham Cathedral. The speaker was the Rev. Andrew Watson and around 900 people attended the two services

The Birmingham Prayer Breakfast was held on 23rd February at the ICC Birmingham. The speaker was The Archbishop of Canterbury Justin Welby. Official guests included the Deputy Lord Mayor and senior Local Authority and business leaders. Around 500 city and church leaders attended this event.

Smaller Gatherings: These include, ChaplaincyPlus Prayer Breakfast, City Legal City Lights, City Men, City Women and 13 small groups within firms.

Financial Review

During the period the charity received income from donations of £53,682 (2014 £62,578). Together with taxation recoverable, other income (and in 2014 the gift in kind) the total incoming resources for the period came to £71,165 (2014 £76,218). The total costs for the period were £81,895 which represents an increase on the £77,291 last year reflecting attempts to reduce office and administrative costs. This leaves a net deficit for the period of £10,730 (2014: £1,073). The reserves at the end of August 2015 were below the charity's reserve policy and stood at £29,217. The trustees are confident of increased funding in 2016 and the ability of the charity to recover the deficit in reserves.

Principle Funding Sources

The principal sources of funding for the charity are individual donations from professionals in the city, gift aid relief and the donations from Charitable Trusts and Foundations. The trustees are continually reviewing the fund-raising strategy and are seeking to broaden the support base.

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Reserves Policy

The charity's policy is to distribute its funds in accordance with the objects of the charity whilst ensuring that there are sufficient funds to cover cash-flow requirements relating to committed expenditure such as salary payments. Typically, this will mean retaining c. £40,000 of funds in the General Fund. The present level of reserves of £29,217 therefore falls significantly short of this target level. Although the strategy is to continue to build reserves through planned operating surpluses, the trustees are aware that it is unlikely that the target range will be reached for two to three years. In the short term, the trustees have also considered the extent to which existing activities and expenditure could be curtailed should the need arise.

Plans for Future Periods

The charity plans to continue and develop the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements. During the course of the year, a new 3 year strategy covering 2015 – 2018 has been developed and was launched at the ChaplaincyPlus Summer party in July 2015. This will shape the work during the next three years with key focus being (1) supporting and growing the network of individuals, (2) sustaining and developing the programme of events and (3) working in partnership with more organisations. Our personnel was also being reviewed in 2014 with the addition of an apprentice for 12 months.

Structure, Governance and Management

Governing Document

Chaplaincy Plus is a private company limited by guarantee, incorporated on 12th August 2003 (4863634) and registered with the Charity Commission 29th October 2003 (No 1100383). The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Directors and Trustees

The directors of the charitable company are its trustees for the purposes of charity law and are collectively referred to as the directors. Directors are appointed at board meetings for an unlimited period. All members of the board give their time voluntarily and receive no benefits or expenses from the charity. One resigned in February 2014, and one appointed in September 2014.

Trustee Induction and Training

All the trustees are familiar with the work of the charity. The workings and financial standing of the charity will be explained to any new appointee by the Chairman and staff.

Risk Management

In the light of Corporate Governance Guidance contained within the Charities Statement of Recommended Practice (revised 2005), the trustees have considered the main risks to which the charity is exposed and policies have been adopted to minimize these risks.

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Report of the Trustees

Organisational Structure

The trustees meet bi-monthly to administer the charity. They are drawn from a variety of professional backgrounds relevant to the work of the charity and are responsible for the strategic direction and policy of the charity. Stephen Bavington is responsible for the day to day work of the charity and for providing guidance for team members, which currently include Sarah Thorpe, Joel Wilson, and Kim Yeomans and Peter Coggan (on a voluntary basis).

Reference and Administrative Details

Charity Name	Chaplaincy Plus
Charity Registration Number	1100383
Company Registration Number	4863634
Registered Office and Operational Address:	Floor 8 One Colmore Row Birmingham B3 2BJ

Directors and Trustees

Peter Coggan (Chairman)	11 th August 2004
Christopher Watson	29 th March 2010
Charlotte Wright	2 nd June 2005
Rev Canon Nigel Hand	7 th September 2011
Hilary Dougall	15 th October 2013
Martin Carter	24 th November 2014

Secretary

Stephen Bavington	8 th January 2014
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Staff

Stephen Bavington
Sarah Thorpe
Tom Unitt (from 15 September 2014).

Solicitors

Anthony Collins Solicitors LLP
134 Edmund Street
Birmingham
B3 2ES

Bankers

HSBC
PO Box 68, 130 New Street
Birmingham
B2 4JU

Independent Examiner

Mrs Clare King ACA
92, Broadway,
Coventry
CV5 6PE

Chaplaincy Plus
Annual Report and Accounts for the Year Ended 31 August 2015
Report of the Trustees

Trustees' Responsibilities in Relation to the Financial Statements

The trustees (who are also directors of Chaplaincy Plus for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that 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 also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the board



P D Coggan
Chairman

Date 26/04/16

Chaplaincy Plus
Annual Report and Accounts for the Year Ended 31 August 2015
Statement of Financial Activities

Statement of financial activities for the year ended 31st August 2015

		Total 2015	Total 2014
Income	Note	£	£
Voluntary Income:			
Grants and donations	1 & 2	53,682	62,578
Gift Aid taxation reclaimable	1	5,893	6,050
		<u>59,575</u>	<u>68,628</u>
Income from charitable activities:			
Gatherings income		9,692	4,840
Counselling income		-	1,255
		<u>9,692</u>	<u>6,095</u>
Other income and bank interest		1,898	205
Total		<u>71,165</u>	<u>74,928</u>
Gift in kind	1 & 3	-	1,290
Total Income		<u>71,165</u>	<u>76,218</u>
Expenditure			
Charitable activities:			
Staff Costs	4	49,249	53,373
Running and Operating Costs	6	18,362	13,919
		<u>67,611</u>	<u>67,292</u>
Cost of Gatherings		14,284	9,521
Counselling costs		-	478
		<u>14,284</u>	<u>9,999</u>
Total expenditure		<u>81,895</u>	<u>77,291</u>
Net movement of funds in the period		(10,730)	(1,073)
Fund balances brought forward		39,947	41,020
Fund balances carried forward		<u>29,217</u>	<u>39,947</u>

All incoming resources and resources expended are derived from continuing activities.
The notes on pages 10 to 12 form part of these accounts.

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Annual Report and Accounts for the Year Ended 31 August 2015
Balance Sheet

Balance Sheet as at 31st August 2015

	Note	31 August 2015	31 August 2014
Current Assets			
Debtors including taxation receivable	1	2,117	894
Cash at bank and in hand		<u>32,290</u>	<u>43,988</u>
		34,407	44,882
Current Liabilities			
Creditors: amounts falling due within one year		5,190	4,935
Net Assets		<u>29,217</u>	<u>39,947</u>
Funds:			
Unrestricted General funds		29,217	39,947
Total Funds		<u>29,217</u>	<u>39,947</u>

For the year ending 31st August 2015, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of the accounts for the year in question in accordance with section 476 of the Companies Act 2006.
- The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime



P D Coggan
Chairman
On behalf of the trustees
Date 24/4/16

Chaplaincy Plus
Annual Report and Accounts for the Year Ended 31 August 2015
Notes to the Accounts

Notes to the Accounts for the year ended 31 August 2015

1 Principal Accounting Policies

The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom and the statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (revised 2005) and the Charities Act 2011. A summary of the principal accounting policies, which have been applied consistently, are set out below.

Accounting convention

The accounts have been prepared in accordance with the historical cost convention.

Grants and Donations

Grants and Donations are credited to revenue on a receivable basis. The exception to this is donations received in advance of future years' work. These are accounted for in the balance sheet until such time as the requirements for use of the donation have been met.

Gift Aid taxation reclaimable

Taxation reclaimed under the gift aid regulations is accounted for in the year that the gift is received and an accrual for any outstanding taxation receivable is included in the balance sheet.

Gifts in kind

Material gifts in kind are valued at a reasonable estimate of their value by the charity.

Resources expended

All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category. Where costs can be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Support costs

Support costs comprise the direct costs, including staff, attributable to charitable activities and a payroll administration fee.

Recognition of liabilities

Liabilities are recognised when an obligation arises to transfer economic benefits as a result of past transactions or events.

Reserves Policy

The policy of the charity is to distribute reserves in accordance with the objects of the charity whilst ensuring that there are sufficient funds to cover cashflow requirements relating to committed expenditure such as salary payments.

Chaplaincy Plus
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Principal Accounting Policies (continued) ...

Funds

The charity holds general funds that are unrestricted. These are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Pension costs

The company makes contributions to defined contribution pension schemes on behalf of staff. The cost of these contributions is accrued in the accounts on a monthly basis.

2 Donations and gifts

	Total 2015 £	Total 2014 £
Individuals	28,163	28,699
Charitable Foundations	25,519	33,479
Corporate Donors	-	400
Total	53,682	62,578

The charity gratefully acknowledges the support of Charitable Foundations and Corporate Donors which include:

Bayfield Charitable Trust	Brewin Dolphin
Criffel Charitable Trust	Henry James Sayer Charity
J W Turner Trust	Knowle World Church Group
Limoges Charitable Trust	No. 5 Chambers
Olton Baptist Church	PNF Chartered Surveyors
Riverside Church Trust	St John's Church Harborne, Living Stones
St Martin's Trustees	The Acts Foundation
The Alastair and Rachel Norris Charitable Trust	The Alfred Haines Charitable Trust
The Bewley Trust	The Douglas Turner Trust
The Grimmitt Trust	The John Avins Trust
The Joseph Hopkins Charity	The Joseph Rank Trust
The Owen Family Trust	The Reuben Trust

3 Gift in kind

	Total 2015 £	Total 2014 £
Hortons' Estate Limited for relief of office rent	-	1,290
Total	-	1,290

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Notes to the Accounts

4 Support Costs and Employee Information

The average number of persons employed by the charity during the period for support work was three. The staff costs were:

	Total 2015 £	Total 2014 £
Wages and salaries	43,803	46,722
Social Security Costs	3,537	4,251
Pension costs	1,679	2,185
Administration fee	230	215
Total	49,249	53,373

No employee earned more than £60,000.

5 Trustees Remuneration and Expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the period to any Trustee or to any person or persons known or connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the Trustees in respect of the period.

6 Running and Operating costs

	Total 2015 £	Total 2014 £
Support costs	3,881	2,255
Office costs	8,122	7,005
Printing, stationery etc	4,824	4,329
Website development	1,535	320
Total	18,362	13,919

7 Taxation

The charity is a registered charity and as such is entitled to certain tax exemptions on income and profits from investments, and any surpluses on any trading activities carried on in furtherance of the charity's primary objectives, if these profits and surpluses are applied solely for charitable purposes.

The charity is not registered for VAT and accordingly, all of its expenditure is recorded inclusive of VAT incurred.

Chaplaincy Plus
Annual Report and Accounts for the Year Ended 31 August 2015
Independent Examiner's Report to the Trustees of Chaplaincy Plus

Independent Examiner's Report to the Trustees of Chaplaincy Plus

(Charity No. 1100383. Company Number 4863634).

I report on the accounts for the 12 months to 31st August 2015 which are set out in the annual report on pages 8 to 12.

Respective responsibilities of trustees and examiner

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

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 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 examiner's statement

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 next statement.

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 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006; and
- which are consistent 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.

Mrs Clare King ACA
92 Broadway,
Coventry
CV5 6PE



Date 25/4/2016