

Charity Number

1169014

The Welcome Directory

Trustees' Report
and Financial Statements
31st March 2019

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Trustees' Report and Financial Statements 31st March 2019

The trustees present their report and accounts for the period ended 31st March 2019 which comply with the requirements of the Charities Act 2011, Financial Reporting Standard 102 and follow the recommendations in 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).

Reference and Administrative Information

Charity Name	The Welcome Directory
Charity Number	1169014
Charity Trustees	Hilary Collinson Shaffiq Din (Appointed 11 September 2018) Peter Holloway Amrik Singh Eric Southwick David Spademan Robert Wilson
Registered Office and Principal Address	27 Tavistock Square London WC1H 9HH
Bankers	CAF Bank plc 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ.

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Structure and Organisation

Organisation

The organisation is a Charitable Incorporated Organisation (CIO) registered as a charity on 2nd September 2016. The Charity is managed by the trustees who meet regularly to consider the progress of the Charity and to consider its future direction and activities.

Trustee Appointments

The Charity is governed by trustees who, apart from the first charity trustees, are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In accordance with the constitutions:

- (a) There should be not less than four nor more than nine charity trustees; of whom one may be an ex-officio trustee; and not less than three must be nominated trustees.
- (b) If the number of charity trustees falls below four the remaining charity trustee or charity trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

The Free Church Federal Council is the nominating and employing body for the nominated trustees and the ex-officio trustee. In selecting individuals for appointment as appointed charity trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

All trustees are inducted into the policies and procedures of the charity to ensure they are well equipped to fulfil their duties and in particular receive copies of:

The Constitution of the CIO

The latest Trustees Annual Report and Statement of Accounts of the Charity

And are encouraged to read Charity Commission guidance notes CC3 – “The Essential Trustee – What you need to know”.

In addition the trustees are encouraged to read Charity Commission and other appropriate newsletters and are aware of the need to attend courses designed to keep them abreast of their duties and responsibilities.

Risk Management

The Trustees are aware of the recommendations to examine the major strategic, business and operational risks which the Charity faces. Procedures are in place to manage the risks identified to the best of the Charity's ability.

Objectives and Activities

Charitable Objects

The objects of the Charity are to promote the rehabilitation of ex-offenders for the public benefit by working with people from a range of faith communities in the United Kingdom to develop and maintain an infrastructure which supports those leaving prison so that such people are integrated into society to lead law-abiding lives, in particular by:

- 1. providing a national directory as a resource for ex-offenders and prison chaplains that lists communities from a range of faith backgrounds which have identified themselves as being welcoming and supportive of people leaving prison;
- 2. providing opportunities for members of faith communities to engage in educational activities that will equip them to understand and respond appropriately to the needs of people leaving prison and their integration into society after release.

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Public Benefit

The trustees have had due regard to the Charity Commission guidance on public benefit reporting in deciding what activities the charity should undertake. The remainder of this report illustrates the activities undertaken to support the public benefit requirement.

Achievements and Performance

Review of the Period

The Welcome Directory has a simple yet powerful mission: to help faith communities become places where people who leave prison find acceptance. A place to belong that not only nurtures faith but also offers appropriate practical support. In 2018-19 the charity has made significant and important steps forward in achieving this mission.

History

Every year many thousands of offenders who benefit from the professional and supportive services of prison chaplains leave our establishments never to be seen by their faith communities beyond the prison gates.

At a Prisons Week lecture in November 2011, Crispin Blunt MP, the incumbent Prisons Minister mentioned a project in Singapore established to enable employers to welcome offenders into the work place following release. This lecture inspired the NOMS Free Churches Faith Advisor, Revd Bob Wilson to gather together national leaders from prison chaplaincy, the voluntary sector, academia and many faith groups to explore what a project like this could look like if it were applied to communities across faith boundaries. It was hoped that a response from faith communities would bring better social cohesion, change attitudes to offenders and release a resource of care and welcome to people leaving prison that it has been shown could reduce reoffending.

Prior to establishment of The Welcome Directory, the Free Churches Group helped to secure a really solid base for the work, helping us to understand what it would take to help faith communities become better at helping people leaving prison and how they could identify themselves safely. They also helped in establishing some core training materials which are used widely in prisons across England and Wales as they continue to engage with local faith communities.

Development Work

Our Full Time Development Officer continued to serve us well in 2018-19, establishing the profile and presence of The Welcome Directory nationally, and particularly amongst the Methodist Church and prison chaplaincies. Our partnership with the Methodist Connexional team has helped us significantly this year in focusing our attentions and given us the further opportunity to establish work plans and well-defined targets.

We additionally appointed a East Midlands worker on a fixed term contract in 18-19 who has settled in well to growing the work regionally. With these staff in place we are now in a position to oversee the relationships required with a network of volunteers, prison chaplaincies, and faith communities. We continue to seek further funding to enable us to meet the aspirations for growth and development of the charity.

Today

The Welcome Directory is now actively seeking to develop a database of faith communities who

- Are willing to identify themselves as being welcoming to people leaving prison.
- Are safe spaces, with active safeguarding policies and structures in place.
- Have at least two named champions to lead the way in welcoming people from prison into their community.
- Have either completed our Prison Awareness Course or who have a working relationship with a prison.

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Review of the Period (Continued)

Today (Continued)

These communities will be the heart of this movement; these people will be at the very heart of this work. The Welcome Directory will be made up of people who have found the benefits of being part of a faith community whether inside or outside the prison gates, brought together so that all benefit. The results we believe will be safer, more cohesive and better functioning communities. Communities who value and support people to live better lives today, whatever damage the mistakes of yesterday may have caused.

Financial Review

At 31st March 2018 the charity had funds totalling £29,093 (2018: £43,131) of which £29,093 (2018: £40,131) is unrestricted funds. £43,786 (2018: £64,650) has been raised during the year and £57,824 (2018: 32,125) has been expended as detailed in the notes to the accounts.

Reserves Policy

It is the policy of the Trustees to retain sufficient reserves to support the costs of running the charity for a six-month period, which is approximately £25,000. Whilst the reserves at 31st March 2019 exceeded this level they include grants for work which will be undertaken in the coming year. In the longer term, the Trustees aim to build up sufficient reserves to develop the charity and to cover gaps in funding. At 31st March 2019 there were unrestricted undesignated reserves of £29,093 (2017: £40,131).

Principal Funding Source

The principal funding source is from grant income.

Investment Policy

The Trustees consider that there are no funds available for long term investment.

Plans for the Future

As previously explained the Trustees are seeking to develop the database of faith communities and to broaden the range of communities involved. The Trustees are also seeking to expand the Trustee Board with people who have the necessary skills to drive the charity forward and also to broaden the base of the communities from which they are drawn.

Responsibilities of the Trustees

Charity law requires the trustees to prepare financial statements for each financial period, which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are prudent and reasonable;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees

Robert Wilson

Date: 24 January 2019

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Independent Examiner's Report to the Members of The Welcome Directory

I report on the accounts of the charity for the year ended 31st March 2019, which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees 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 needed.

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 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 statement 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

S J Cutler
23 Grasmere Close
Guildford
GU1 2TG

Date: 6 February 2020

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Statement of Financial Activities For the year ended 31st March 2019

	Notes	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Income and endowments from:					
Donations and legacies	3	43,784	-	43,784	64,649
Investments	4	2	-	2	1
Total		<u>43,786</u>	<u>-</u>	<u>43,786</u>	<u>64,650</u>
Expenditure on:					
Raising funds	5	5,425	-	5,425	4,025
Charitable activities	6	49,399	3,000	52,399	28,100
Total		<u>54,824</u>	<u>3,000</u>	<u>57,824</u>	<u>32,125</u>
Net income		(11,038)	(3,000)	(14,038)	32,525
Reconciliation of Funds					
Total funds brought forward		40,131	3,000	43,131	10,606
Total funds carried forward		<u>29,093</u>	<u>-</u>	<u>29,093</u>	<u>43,131</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 8 to 11 form part of these accounts.

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Balance Sheet As at 31st March 2019

	Notes	£	2019 £	£	2018 £
Current assets					
Cash at bank and in hand		30,080		48,753	
Total current assets		<u>30,080</u>		<u>48,753</u>	
Current Liabilities					
Creditors: Amounts falling due within one year	9	<u>987</u>		<u>5,622</u>	
Net current assets			29,093		43,131
Total assets less current liabilities			<u>29,093</u>		<u>43,131</u>
The funds of the charity					
Restricted income funds			-		3,000
Unrestricted income funds		<u>29,093</u>		<u>40,131</u>	
Total unrestricted funds			29,093		40,131
Total charity funds			<u>29,093</u>		<u>43,131</u>

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements were approved by the trustees and authorised for issue on the 24 January 2019 and are signed on their behalf by:

Eric Southwick

The notes on pages 8 to 11 form part of these accounts.

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Notes to the accounts

1 Accounting policies

The charity is a Public benefit entity, in preparing the accounts the following accounting policies have been complied with:

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard 102, the Charities Act 2011 and follow the recommendations in 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).
- b) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Trust. Unrestricted funds include a revaluation reserve representing the restatement of freehold property at market value.
- c) Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- d) Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- e) All incoming resources are included in the Statement of Financial Activities when the Trust is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:
 - i) Donations and legacies is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the Trust, are recognised when the charity becomes unconditionally entitled to the grant.
 - ii) Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
 - iii) Income and endowments from charitable activities is accounted for when the letting or activity takes place and deposits received during the year in respect of future periods are carried forward as deferred income.
 - iv) Investment income is included when receivable.
- f) Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:
 - i) Costs of generating funds comprise costs associated with attracting voluntary income, including costs of trading for fundraising purposes including the Trust's shop.
 - ii) Expenditure on charitable activities comprises those costs incurred by the Trust in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
 - iii) All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

2 Taxation

The charity is exempt from taxation on its income and gains where they are applied for charitable purposes. Irrecoverable VAT is included in the cost of the goods or services on which it was charged.

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Notes to the accounts (Continued)

3 Income and endowments from: Donations and legacies

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Donations	3,284	-	3,284	269
Grants	40,500	-	40,500	64,380
Total	43,784	-	43,784	64,649

4 Income and endowments from: Investments

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Bank interest	2	-	2	1

5 Expenditure on: Raising funds

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Fundraiser's fees	5,425	-	5,425	4,025

6 Expenditure on: Charitable activities

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Salary costs	41,807	2,070	43,877	23,192
Employee expenses	4,523	-	4,523	3,889
Trustee expenses	-	-	-	135
Recruitment costs	225	-	225	-
Equipment	-	930	930	-
Other expenses	331	-	331	-
Insurance	777	-	777	704
Bank charges	60	-	60	60
Subscriptions	1,676	-	1,676	120
Total	49,399	3,000	52,399	28,100

7 Employee information

No employee received emoluments in excess of £60,000 during the period.

Employee costs during the period were:

	Total 2019	Total 2018
	£	£
Salaries	39,800	21,084
Social Security	388	-
Pension Costs	3,689	2,108
	43,877	23,192

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Notes to the accounts (Continued)

7 Employee information (Continued)

The average number of people employed during the period was 2 the full-time equivalents were as follows:

	Total 2019 £	Total 2018 £
Development Officer	1.00	0.60
Regional Officer	0.40	-
	<u>1.40</u>	<u>0.60</u>

8 Trustee information

No trustee received remuneration, travel expenses of £Nil (2018: £135) were reimbursed to one trustee.

9 Creditors: Amounts falling due within one year

	Total 2019 £	Total 2018 £
Accruals	<u>987</u>	<u>5,622</u>

10 Reserves

	2019 £	2018 £
Restricted funds		
Current assets	-	3,000
Unrestricted funds		
Current assets	29,093	40,131
	<u>29,093</u>	<u>43,131</u>

The restricted funds were provided for the preparation of resource materials for the charity.

11 Comparative Statement of Financial Activities by fund

	Unrestricted £	Restricted funds £	Total 2018 £
Income and endowments from:			
Donations and legacies	61,649	3,000	64,649
Investments	1	-	1
Total	<u>61,650</u>	<u>3,000</u>	<u>64,650</u>
Expenditure on:			
Raising funds	4,025	-	4,025
Charitable activities	28,100	-	28,100
Total	<u>32,125</u>	<u>-</u>	<u>32,125</u>
Net income	<u>29,525</u>	<u>3,000</u>	<u>32,525</u>

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Notes to the accounts (Continued)

12 Related Parties

The Free Church Federal Council Incorporated (FCFC) is entitled to nominate at least three trustees and one trustee employed by the FCFC is ex-officio a member of the board. The FCFC gave grants of £Nil (2018: £11,080) during the year and provided office and administrative facilities free of charge for the use of the Welcome Directory during the year.

13 Controlling Parties

The charity is controlled by the trustees.

14 Other information

The charity is a Charitable Incorporated Organisation with its registered office at 27 Tavistock Square, London WC1H 9HH.