



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2019		31	03	2020

Section A Reference and administration details

Charity name

South Yorkshire Chaplaincy & Listening Service

Other names charity is known by

Registered charity number (if any) 1174021

Charity's principal address

Alpha House

10 Carver Street

Sheffield

Postcode

S1 4FS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tony Pedder	Chair		
2	Peter Birtles			
3	Roger Dyson			
4	Chris Booth			
5	Ann Charlett-Day		Til 18/11/2019	
6	Jonathan Dunning			
7	Delroy Hall			
8	Jan Hedge			
9	Andrew Walker			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Foundation Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	By resolution of the charity Trustees (paragraph 10 of constitution)

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The relief and prevention of physical and mental hardship suffered by individuals inside and outside of the workplace through the provision of listening and chaplaincy services through South Yorkshire.

The provision of confidential pastoral care and support to individuals inside and outside of the workplace suffering difficulties in their everyday life throughout South Yorkshire.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Services provided by the charity benefit those members of the public who engage with those organisations through whom the charity works, which, in the view of the Trustees, complies with the guidance issued by the Charity Commission on public benefit.

Chaplaincy services were provided at a range of organisations including Public Services, Engineering, Health Care, Sports Clubs and Schools.

Listening Services were provided at a Community College, a Medical Centre, a Community Project, Schools and Businesses.

Training has also been provided on Listening Skills to enable some of those organisations to strengthen the support given to those individuals within their care. This has included providing Listening Training to church groups and volunteers to enable them to serve their local communities more effectively; training for Hospice staff and volunteers to develop their listening focus for patients; training for school staff in the role of Listening in handling difficult conversations and providing support to staff and parents.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Main achievements during the 2019/20 year were:

Strengthening links with relevant organisations to whom we have been able to provide chaplaincy and listening services and forging some new links (at the year end this totalled over 30 organisations)

This has included increasing the size of our Hospice Chaplaincy team, introducing Listening support into two new businesses for their staff teams, and providing a Chaplain at a new professional Sports club.

Also new this year has been the call to provide support to three schools following Critical Incidents. This work led to regular contracts with 11 schools, 3 of whom increased the regularity of our service after a few months.

Raising awareness of the need to provide listening support in organisations as a way of preventing and relieving hardship, and providing support to people facing difficulties in their lives. This has included the training activities outlined the previous section.

In addition, and as part of, providing the above services we delivered the following training events, developing the skills of our volunteers and of individuals within partner organisations, as well as individuals from other community groups, to enhance their ability to support others who are experiencing difficulties:

9 people trained in chaplaincy skills

50 people trained in level 1 listening skills

30 people trained in level 2 listening skills

14 people trained in level 3 listening skills

20 trained in Listening to people impacted by Dementia

These courses are additional to those delivered to Partner Organisations and at external workshops outlined in Section C.

In the early part of 2020 we also provided 'Self-care' training, and 'Pastoral Care and Crisis' for our volunteers as part of their Continuous Professional Development.

In this financial year we developed strong links with the two Universities, providing project placements for students of various relevant disciplines. These partnerships have enabled us to carry out research on the impact of stress and anxiety in workplaces, develop new training modules, develop outcome evaluations for some of our services, and start a stock of original photos that can be used in our training programmes and promotional activities.

Finally, towards the end of this financial year we secured our first tender, providing a team of volunteers to support the work of SHSC in their provision of patient care at the Psychiatric Decision Unit.

Section E

Financial review

Brief statement of the charity's policy on reserves

To build reserves where possible in order to cover contingencies, building on the low level of reserves we have been able to create so far.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We are grateful to the Trusts, Churches and individual Donors who have given funding this year to enable us to continue and grow our services. Also to a growing number of our Partner Organisations who have been able to make financial contributions towards the costs of the services provided for them.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Anthony Paul Pedder

Full name(s)

ANTHONY PAUL PEDDER

Position (eg Secretary, Chair, etc)

CHAIR

Date

1/29/2021

South Yorkshire Chaplaincy & Listening Service

Charity No. 1174021

Trustees' Report and Unaudited Accounts

31 March 2020

Independent Examiner's Report to the trustees of South Yorkshire Chaplaincy & Listening Service

I report to the trustees on my examination of the accounts of South Yorkshire Chaplaincy & Listening Service for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act'). The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Peach Wilkinson Ltd
78 Cross Hill
Ecclesfield
Sheffield

S35 9TU
23 January 2021

South Yorkshire Chaplaincy & Listening Service
Statement of Financial Activities
for the year ended 31 March 2020

		Unrestricted funds	Total funds	Total funds
		2020	2020	2019
	Notes	£	£	£
Income and endowments from:				
Donations and legacies	3	8,630	8,630	8,241
Other trading activities	4	29,600	29,600	7,260
Other	5	20,527	20,527	31,076
Total		58,757	58,757	46,577
Expenditure on:				
Raising funds	6	8,138	8,138	6,335
Other	7	42,726	42,726	30,198
Total		50,864	50,864	36,533
Net gains on investments		-	-	-
Net income		7,893	7,893	10,044
Transfers between funds		-	-	-
Net income before other gains/(losses)		7,893	7,893	10,044
Other gains and losses				
Net movement in funds		7,893	7,893	10,044
Reconciliation of funds:				
Total funds brought forward		13,262	13,262	3,218
Total funds carried forward		21,155	21,155	13,262

South Yorkshire Chaplaincy & Listening Service

Balance Sheet

at 31 March 2020

Charity No. 1174021

		2020 £	2019 £
Current assets			
Cash at bank and in hand		21,355	13,462
		<u>21,355</u>	<u>13,462</u>
Creditors: Amount falling due within one year	9	(200)	(200)
Net current assets		<u>21,155</u>	<u>13,262</u>
Total assets less current liabilities		<u>21,155</u>	<u>13,262</u>
Net assets excluding pension asset or liability		<u>21,155</u>	<u>13,262</u>
Total net assets		<u><u>21,155</u></u>	<u><u>13,262</u></u>
The funds of the charity			
Restricted funds	10		
Unrestricted funds	10		
General funds		21,155	13,262
		<u>21,155</u>	<u>13,262</u>
Reserves	10		
Total funds		<u><u>21,155</u></u>	<u><u>13,262</u></u>

Approved by the trustees on 23 January 2021

And signed on their behalf by:

T. Pedder

Trustee

23 January 2021

for the year ended 31 March 2020

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
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Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
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Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
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Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
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Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
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Volunteer help	The value of any volunteer help received is not included in the accounts.
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Investment income	This is included in the accounts when receivable.
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Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
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Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.
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Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Intangible fixed assets and amortisation

Intangible fixed assets (including purchased goodwill, patents and trademarks) are carried at cost less accumulated amortisation and impairment losses.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Research and development

Expenditure on research and development is written off in the year in which it is incurred.

Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

2 Statement of Financial Activities - prior year

	Unrestricted funds 2019 £	Total funds 2019 £
Income and endowments from:		
Donations and legacies	8,241	8,241
Other trading activities	7,260	7,260
Other	31,076	31,076
Total	<u>46,577</u>	<u>46,577</u>
Expenditure on:		
Raising funds	6,335	6,335
Other	30,198	30,198
Total	<u>36,533</u>	<u>36,533</u>
Net income	<u>10,044</u>	<u>10,044</u>
Net income before other gains/(losses)	10,044	10,044
Other gains and losses:		
Net movement in funds	<u>10,044</u>	<u>10,044</u>
Reconciliation of funds:		
Total funds brought forward	3,218	3,218
Total funds carried forward	<u><u>13,262</u></u>	<u><u>13,262</u></u>

3 Income from donations and legacies

Unrestricted	Total 2020	Total 2019
£	£	£
5,260	5,260	4,941
1,725	1,725	1,520
1,645	1,645	1,780
<u>8,630</u>	<u>8,630</u>	<u>8,241</u>

4 Income from other trading activities

Unrestricted	Total 2020	Total 2019
£	£	£
4,957	4,957	3,480
24,643	24,643	3,780
<u>29,600</u>	<u>29,600</u>	<u>7,260</u>

5 Other income

Unrestricted	Total 2020	Total 2019
£	£	£
16,318	16,318	27,773
1,375	1,375	314
2,834	2,834	2,989
<u>20,527</u>	<u>20,527</u>	<u>31,076</u>

6 Expenditure on raising funds

*Costs of generating voluntary
income*

Unrestricted	Total 2020	Total 2019
£	£	£
860	860	2,151
413	413	311
6,865	6,865	3,873
<u>8,138</u>	<u>8,138</u>	<u>6,335</u>

7 Other expenditure

Employee costs
Premises costs
General administrative costs
Legal and professional costs

Unrestricted	Total 2020	Total 2019
£	£	£
27,459	27,459	20,000
6,433	6,433	5,364
8,634	8,634	4,634
200	200	200
<u>42,726</u>	<u>42,726</u>	<u>30,198</u>

8 Staff costs

Salaries and wages

27,459	20,000
<u>27,459</u>	<u>20,000</u>

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

9 Creditors:

amounts falling due within one year

2020	2019
£	£
200	200
<u>200</u>	<u>200</u>

10 Movement in funds

	At 1 April 2019	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2020 £
Restricted funds:				
Unrestricted funds:				
General funds	13,262	58,757	(50,864)	21,155
Revaluation Reserves:				
Total funds	<u>13,262</u>	<u>58,757</u>	<u>(50,864)</u>	<u>21,155</u>

11 Analysis of net assets between funds

	Unrestricted funds £	Total £
Net current assets	21,155	21,155
	<u>21,155</u>	<u>21,155</u>

12 Reconciliation of net debt

	At 1 April 2019 £	Cash flows £	New HP/Finance leases £	At 31 March 2020 £
Cash and cash equivalents	13,462	7,893		21,355
	<u>13,462</u>	<u>7,893</u>	-	<u>21,355</u>
Net debt	<u>13,462</u>	<u>7,893</u>	-	<u>21,355</u>

South Yorkshire Chaplaincy & Listening Service
Statement of Cash flows
for the year ended 31 March 2020

	2020 £	2019 £
Cash flows from operating activities		
Net income per Statement of Financial Activities	7,893	10,044
Adjustments for:		
Dividends, interest and rents from investments	(20,527)	(31,076)
Increase in trade and other payables	-	200
Net cash used in operating activities	<u>(12,634)</u>	<u>(20,832)</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	20,527	31,076
Net cash from investing activities	<u>20,527</u>	<u>31,076</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net increase in cash and cash equivalents	7,893	10,244
Cash and cash equivalents at the beginning of the year	13,462	3,218
Cash and cash equivalents at the end of the year	<u>21,355</u>	<u>13,462</u>
Components of cash and cash equivalents		
Cash and bank balances	21,355	13,462
	<u>21,355</u>	<u>13,462</u>

South Yorkshire Chaplaincy & Listening Service
Detailed Statement of Financial Activities
for the year ended 31 March 2020

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income and endowments from:			
Donations and legacies	5,260	5,260	4,941
	1,725	1,725	1,520
	1,645	1,645	1,780
	<u>8,630</u>	<u>8,630</u>	<u>8,241</u>
Other trading activities	4,957	4,957	3,480
	24,643	24,643	3,780
	<u>29,600</u>	<u>29,600</u>	<u>7,260</u>
Other	16,318	16,318	27,773
	1,375	1,375	314
	2,834	2,834	2,989
	<u>20,527</u>	<u>20,527</u>	<u>31,076</u>
Total income and endowments	58,757	58,757	46,577
Expenditure on:			
Costs of generating donations and legacies	860	860	2,151
	413	413	311
	6,865	6,865	3,873
	<u>8,138</u>	<u>8,138</u>	<u>6,335</u>
Total of expenditure on raising funds	8,138	8,138	6,335
Employee costs			
Salaries/wages	27,459	27,459	20,000
	<u>27,459</u>	<u>27,459</u>	<u>20,000</u>
Premises costs			
Rent	4,680	4,680	4,507
Rates	751	751	246
Light, heat and power	1,002	1,002	611
	<u>6,433</u>	<u>6,433</u>	<u>5,364</u>
General administrative costs, including depreciation and amortisation			
Equipment repairs and maintenance	3,183	3,183	2,254
General insurances	439	439	377

South Yorkshire Chaplaincy & Listening Service
Detailed Statement of Financial Activities

Software, IT support and related costs			371	371	181
Stationery and printing			829	829	332
Sundry expenses			3,092	3,092	608
Telephone, fax and broadband			720	720	882
			<u>8,634</u>	<u>8,634</u>	<u>4,634</u>
Legal and professional costs					
Accountancy and bookkeeping			200	200	200
			<u>200</u>	<u>200</u>	<u>200</u>
Total of expenditure of other costs			<u>42,726</u>	<u>42,726</u>	<u>30,198</u>
Total expenditure			50,864	50,864	36,533
Net gains on investments			-	-	-
			<u>7,893</u>	<u>7,893</u>	<u>10,044</u>
Net income					
Net income before other gains/(losses)			7,893	7,893	10,044
Other Gains			-	-	-
			<u>7,893</u>	<u>7,893</u>	<u>10,044</u>
Net movement in funds					
Reconciliation of funds:					
Total funds brought forward	13,262	-	-	13,262	3,218
Total funds carried forward	<u>21,155</u>	<u>-</u>	<u>-</u>	<u>21,155</u>	<u>13,262</u>

South Yorkshire Chaplaincy & Listening Service
Balance Sheet

at 31 March 2020

Charity No. 1174021

	2020 £	2019 £
Current assets		
Cash at bank and in hand	21,355	13,462
	<u>21,355</u>	<u>13,462</u>
Creditors: Amount falling due within one year	9 (200)	(200)
Net current assets	21,155	13,262
Total assets less current liabilities	21,155	13,262
Net assets excluding pension asset or liability	21,155	13,262
Total net assets	<u>21,155</u>	<u>13,262</u>
The funds of the charity		
Restricted funds	10	
Unrestricted funds	10	
General funds	21,155	13,262
	<u>21,155</u>	<u>13,262</u>
Reserves	10	
Total funds	<u>21,155</u>	<u>13,262</u>

Approved by the trustees on 23 January 2021

And signed on their behalf by:

T. Pedder

Trustee

23 January 2021

